1990

Professional Development Committee 1989-1990

Bowling Green State University - Administrative Staff Council

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Index: _X_ None

Notes

1. Colored Paper
2. Damaged Paper
MEMORANDUM

TO: Administrative Staff

FROM: Professional Development Sub-Committee, Pat Fitzgerald, Becky Hyman, Norma Stickler, Susanne Crawford

RE: Guidelines for Development Grants

This year, for the first time, the Administrative Staff Council was allocated $5,000.00 to develop a fund for professional development opportunities for our members. These funds are to be used for the professional growth of full-time administrative staff members who have been at BGSU for at least 8 years. Administrative staff members may apply for institutes, seminars, workshops which will allow the administrative staff member to gain a system wide view of the institution and/or to develop an interest in her/his field which enhances the department and which, under normal circumstances, would not be paid for by the department or other university sources. (This does not mean that a portion of the amount could not be paid for by the department or other university sources.) *See appendix for examples.

A. Grants are designed to enhance the administrator's professional development. Funding will be provided for developmental activities which will increase the administrative capabilities of staff members as defined below.

1. Participation in workshops, seminars, institutes.

2. Participating in a formal course of study as may be sponsored by a professional organization or educational institution.

3. Development of administrative innovations which will increase the administrative staff member's ability to serve students and faculty (for example: learning new methods or techniques of curriculum delivery—developing television transfer courses; developing systems approaches to student services).

4. Sponsoring workshops, conferences, meetings or other similar educational experiences for administrative staff on the Bowling Green campus.

5. The successful applicant shall present to the Administrative Staff Council a report of his/her experience within three months of the conclusion of the project.
B. Funding will not be provided for:

1. Projects which contribute directly to the earning of degrees, certificates, or other professional terminal credentials.

2. Expenditures committed prior to the submission of an application.

3. National, regional, and state conferences and conventions typically supported by departments.

4. Payment of administrative staff salaries to provide release time.

5. Projects where alternative activities and/or resources are available on campus.

6. Meals and lodging unless included in the registration fee.

Submit 4 copies of the proposal and resume December 1, 1989 to past chair, ASC. The committee will make its decision by January 1, 1990. Applications submitted after January 1 will be considered based on availability of funds.

The awards will be made up to $5000 and must include a letter of support from the supervisor or other staff member.

Applicants will be considered for institutes, seminars, workshops beginning January 15 for the calendar year. The early application date allows persons to plan their application process knowing their funding.

The 1989-90 committee will include the following members:

a) Past Chair of ASC
b) Chair of Professional Development Committee
c) Chair of Personnel-Welfare Committee
d. Two ASC members appointed by Executive Committee
OUTLINE FOR ADMINISTRATIVE STAFF PROFESSIONAL DEVELOPMENT GRANT

1. Name

2. Department

3. Summary of applicant's background, professional experience, and administrative responsibilities as related to the proposed institute (enclosed professional resume).

4. Description of the institute/workshop/seminar. (Attach copy of relevant materials)
   a. title of institute
   b. objectives and expected benefit to self, institution, other staff
   c. proposed budget and letter of support
   d. indicate if additional support for this institute will be required or requested from other sources

APPENDIX

Here are some examples of institutes:
* Higher Education Resource Services - a 3 week management and leadership training institute for women administrators;
* American Management Association;
* National College and Higher Education Management Systems;
* Institute for Educational Management at Harvard;
* Leadership for a New Century;
* Association of Physical Plant Administrators;
* National Association of College & University Business Offices.
MEMORANDUM

TO: Members of the Administrative Staff

FROM: Jill Carr, Chair, Administrative Staff Council

RE: Professional Development Funds

I am pleased to announce that the guidelines for the distribution of our Professional Development Funds have been established. As many of you are already aware, we received an initial allocation of $5000 in this year's budget to be used for Administrative Staff professional development activities. This is the first successful step in the process of establishing a firm professional growth program for Administrative Staff on this campus.

These guidelines were established by an ad hoc committee of the Council. Please carefully read the attached document and discuss it with your colleagues. Your participation is encouraged. Should you have any questions, please feel free to contact your Council representative or any member of the Executive Committee.

Thank you for your attention to this important program. The Council looks forward to implementing these guidelines and increasing the support for the professional development of our colleagues.

JC/mc
MEMORANDUM

TO: Administrative Staff Members

FROM: Professional Development Committee
Administrative Staff Council

SUBJ: Luncheon Program - Wednesday, November 29, 1989

The Professional Development Committee of Administrative Staff Council has chosen, "Personal & Professional Administrative Strategies for the 90's," as the theme for the 1989-90 luncheon series. We are delighted to invite you to the first luncheon program which is scheduled for Wednesday, November 29, 1989, from Noon to 1:00 p.m. in the Alumni Room of the University Union. The program is entitled "Everything You Wanted to Know About Microcomputers But Were Afraid to Ask: Where do I Get the Information I Need?" There will be a panel for the presentation as follows:

Duane Whitmire - Circle of Microcomputer Services
Dave McCoy - Microcomputer Buying Services
Pat Kania - Information Center and Microcomputer Seminars
Tom Gross - Hardware Support for Microcomputers

Boxed lunches will be available. They must be ordered ahead of time and can be picked up and paid for in the Alumni Room when you arrive. If you prefer to pick up lunch in the Falcon's Nest and bring it with you, feel free to do so. The following four boxed lunches will be offered:

A. Roast beef on a Kaiser roll, lettuce & tomato, chips, apple, cookies $3.75
B. Tuna salad sandwich, lettuce & tomato, chips, apple, cookies $3.75
C. Turkey sandwich, lettuce & tomato, chips, apple, cookies $3.75
D. Ham & cheese on a croissant, chips, apple, cookies $3.75

*Chilled soda will be available for $.60 extra.

If you want to order a boxed lunch, please call Marcia Buckenmeyer at 2-2553 by noon on Monday, November 27 to let her know your selection. Lunches can be paid for with cash or University charge. We hope you will be able to attend this program and look forward to seeing you then.

AH: mmb
ASPS018
November 13, 1989

MEMORANDUM

To: Jill Carr, Chair
   Administrative Staff Council

From: Cindy Colvin, Chair
   Professional Development Committee
   Administrative Staff Council

RE: Funding request for speaker for Professional Development Speakers

Jill- The cost to bring Barbie Tootle (Project Coordinator for President's Office, Ohio State) to campus for her 90 minute "Creativity" presentation on February 9th is $500. Annmarie Heldt has indicated she would be able to contribute $250 from her budget. The balance would be secured by asking other departments to assist with funding as a co-sponsorship.

The PDC would like to be able to provide a luncheon for all of our speakers. The cost is approximately $4.35 per person. Currently we have seven confirmed speakers so we would need $30.45. Can the council budget pick up the tab? If so, how do we charge the budget.

Please let me know the Executive Committee decision on the OSU speaker ASAP so I can confirm (or unconfirm) her presentation.

Give me a call if you have any questions.

CC/nb
ASC Professional Development Committee Presents:

**Personal and Professional Administrative Strategies for the 1990's**

**LUNCHEON WORKSHOPS:**
12:00 - 1:00

**WEDNESDAY**
Nov. 29, 1989  Alumni Room
"Everything You Wanted to Know About Microcomputers, But Were Afraid to Ask: Where Do I Get the Information I Need?"
Duane Whitmire - Circle of Microcomputer Services
Dave McCoy - Microcomputer Buying Services
Pat Kania - Information Center and Microcomputer Seminars
Tom Gross - Hardware Support for Microcomputers

**TUESDAY**
Jan. 23, 1990  Alumni Room
"Money and YOU"
Tyne Hyslop - Prudential-Bache Securities

**TUESDAY**
March 6, 1990  Alumni Room
"Fighting It Out with Difficult People"
Ray Tucker - IPCO Department

**WEDNESDAY**
April 11, 1990  Campus Room
"Positive Survival Strategies"
Terry Parsons - Student Rec. Center

If you have any questions, Call Cindy Colvin at 372-2677
MEMORANDUM

TO: Administrative Staff Members

FROM: Professional Development Committee
Administrative Staff Council

SUBJ: Luncheon Program - Tuesday, March 6, 1990,
Entitled: "Fighting it Out With Difficult People"

The Professional Development Committee of Administrative
Staff Council is delighted to invite you to our second luncheon
seminar of the new decade. Dr. Raymond Tucker, Professor,
Interpersonal and Public Communications will offer some timely
tips on working with difficult people. They are everywhere -
difficult, impossible people! Dr. Tucker has studied them
for 22 years - worldwide! So stand by for Dr. Tucker's system of
stopping them dead in their tracks and turning them into supportive
allies once again. Don't miss this presentation - you will be able
to take helpful hints, skills, and techniques back to your working
environment. The luncheon will be held on Tuesday, March 6 from
Noon until one in the Alumni Room of the University Union.

Boxed lunches will be available. They must be ordered ahead
of time and can be picked up and paid for in the Alumni Room when
you arrive. If you prefer to pick up lunch in the Falcon's Nest
and bring it with you, feel free to do so. The following three
boxed lunches will be offered:

A. Roast beef on a Kaiser roll, lettuce $3.75
   & tomato, chips, apple, cookies

B. Turkey sandwich, lettuce & tomato, $3.75
   chips, apple, cookies

C. Ham & cheese on a croissant, chips, $3.75
   apple, cookies

*Chilled soda will be available for $.60 extra.

If you want to order a boxed lunch, please call Marcia
Buckenmyer at 2-2558 by noon on Friday, March 2 to let her know
your selection. Lunches can be paid for with cash or University
charge. Due to a limited budget, if you order a lunch and are
unable to attend the luncheon program, you will be billed for the
cost of the lunch if you do not cancel by March 2. We hope you
will be able to attend this program and look forward to seeing you
then.

mmb
ASPS018
February 21, 1990

Application for
Administrative Staff Professional Development Grant

Name: Anita Knauss

Department: Continuing Education

Summary of Applicant's Background:

Assistant Director of Marketing and Promotion, responsible for mail marketing and distributions for over 200 print pieces yearly. I have several years experience in planning, developing and implementing computerized record systems, including the development of database mailing lists, on the mainframe and on IBM PCs. (Resume attached.)

Conference Title: Database Marketing: The New Profit Frontier

Objectives: Learn how to plan, develop and implement database marketing tailored to our unique situation and objectives.

- Learn how to market more efficiently and effectively to offset rising costs in postage, printing, etc.
- Learn how to yield higher response rates by systematically marketing to a small population base.
- Learn about new trends in marketing technology and how we might utilize these technologies.

Benefits: I will reach a higher level of understanding of advanced methods of marketing, such as identifying, segmenting, targeting, and selling to prospective clients.

The department will have a better understanding of how to approach computerization of these marketing functions and is supportive of my attending this conference.

Proposed Budget:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Conference fee</td>
<td>$895.00</td>
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<tr>
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<td>Hotel accommodations</td>
<td>260.00</td>
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<tr>
<td>Meal allowance</td>
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</table>

I am seeking $995.00 support from Administrative Staff Council. Continuing Education will provide the remaining funds.
Anita Knauss
619 Flanders Avenue
Bowling Green, Ohio 43402
(419) 352-0686 / (419) 372-8181
Anita L. Knauss

Experience
Bowling Green State University
Continuing Education

1987-present  Assistant Director, Marketing & Promotion
Responsibilities include the management of the direct mail operations and systems, the cost analysis systems, the production of all promotional literature, marketing research, and assisting the Director in long-range planning and goals for the Marketing and Promotion area.
- directing the scheduling, planning and production of all promotional literature (approximately 200 different jobs per year)
- planning, developing, implementing and managing the computerized cost systems for budget management and analysis of each publication's cost
- planning, developing, implementing and managing the computerized marketing systems including the mailing list systems and directing the mail operation
- directing marketing research of targeted audiences for Continuing Education programs
- preparing and reviewing copy and formats for publications and ads and reviewing pre-press preparation (includes the Continuing Education newsletters, flyers, and catalogs)
- planning and coordinating the placement of all paid advertisements in regional newspapers and media
- implementing the system and training of employees for the Desktop Publishing system of publication production
- interviewing and hiring employees for Marketing and Promotion areas
- managing, supervising, and evaluating the secretarial, editorial, graphic arts, typesetter/word processor, mail and marketing assistant, and student employees (total 8-15) and maintaining records and schedules
- conducting orientation and training sessions for staff members
- supervising and directing various arrangements for conferences, workshops, and classes

1982-87  Production Manager, (Publications Specialist)
Responsibilities included the production scheduling and supervision of all production
- directed the production of promotional literature and advertisements
- scheduled and supervised the graphic artist and typesetting operations
- coordinated and supervised staff resources including interviewing, hiring, training and evaluating the production area and student employees and maintaining employee records and schedules
- implemented the system and trained employees on the Compugraphic typesetting equipment
- assisted in developing the job descriptions and standard operating procedures for production area employees
- responsible for generation of special reports

1978-82  Word Processing Center Supervisor (Data Technician Supervisor)
Responsibilities included the management of Word Processing Center staff and resources
- developed organizational systems
- planned and implemented policies and procedures, assisted in staff reorganization of the operations area
- developed database support systems
- assisted in preparation of special reports such as OBOR reports, annual reports, budget reports
Department of Library & Educational Media

1972-75  Department Secretary (Secretary to Department Chair)
Responsible for coordinating all facets of department operations including secretarial functions
- assisted in preparation of special reports such as NCATE accreditation report and OBOR semi-annual reports
- assisted in preparation of department budget reports
- coordinated travel arrangements and travel reimbursements
- prepared and processed requisitions
- hired student employees
- ordered supplies and maintained inventory records
- prepared and duplicated class handouts
- monitored audio-visual laboratory

Education
College Bowling Green State University (Sophomore status with an emphasis on business education)

Professional Career Advancement

Microcomputer Applications Certificate Program
Understanding Microcomputers Fall 85 Continuing Education
Financial Planning with Microcomputers Spr 86 Continuing Education
Microcomputer System Selection Spr 86 Continuing Education
Word Processing on Microcomputers Spr 86 Continuing Education
Accounting Procedures on Microcomputers Spr 86 Continuing Education
(Microcomputers (Lotus))
Understanding Computer Methods Spr 86 Continuing Education
Information Management on Microcomputers Spr 86 Continuing Education

Additional Computers Courses
Introduction to Basic Computer Programming Spr 83 Continuing Education

Management and Supervision
Leadership Skills Spr 87 Padgett-Thompson
Basic Supervision 1984 Padgett-Thompson
Keys to Successful Supervision Spr 83 Continuing Education
Dealing with Difficult People Spr 83 Continuing Education
Management and Supervisory Skills for New Administrators and Those Seeking Management Positions Fall 82 Continuing Education
Improving Managerial Decision-Making and Communication Spr 81 Continuing Education

Publication Design and Typesetting
Typography in Design (2 days) Spr 85 Dynamic Graphics Educational Foundation (Chicago)
Compugraphic Modular Composition System (5 days) Spr 85 Compugraphic Corporation (Cincinnati)
Advanced Layout and Design Spr 84 Cleveland State University
Promotional Techniques and Practices for Recruiting Adults (2 days) Spr 83 ACT Professional Educator (Chicago)
Principles of Copy Layout and Design Spr 79 Continuing Education
Desktop Publishing

Introduction to Ventura Publishing Software  Sum 89  Continuing Education
Intermediate Ventura Desktop Publishing  Fall 89  Continuing Education
Advanced Desktop Publishing Skills  Fall 89  Continuing Education

Publications

Study and Survey of Rural Libraries in Five Counties of Northwest Ohio, with Louise F. Rees, Bowling Green, Ohio, 1974, 3 vols.

Presentations


Membership

BGSU Classified Staff Council Scholarship Committee (Chair)
American Business Women's Association
American Legion Women's Auxiliary
BGSU Falcon Club
American Youth Hostels

Hobbies & Interests

College hockey and basketball, professional sports, travel, professional and personal enrichment classes
Feb. 20, 1990

To Whom It May Concern:

I am writing in support of Anita Knauss' application for an administrative staff development grant. Anita has been an effective Assistant Director of Marketing & Promotion and she has demonstrated her potential for assuming increased responsibility. One of the areas where our operation will experience growth through the coming years is that of mail marketing. This growth will necessitate the development of a sophisticated database and label management system with capacities for researching and targeting new markets. At the present we lack an administrative staff person who has necessary training to accomplish this task, although Anita possesses a good foundation of related skills and work experiences.

Sending Anita Knauss for more in-depth training in database marketing would support the overall goals of Continuing Education & Summer Programs at this time. I endorse her application and I ask the selection committee to give it serious consideration for funding.

Sincerely,

Edieann Biesbrock-Didham,
Director of Marketing & Promotion
"Positive Survival Strategies"

Presenter: Dr. Terry Parsons - Student Recreation Center

Luncheon Program
April 11, 1990
Campus Room, University Union
Attendance: 42

The members of this year's committee were Laura Emch, Dave Stanford, Chris Dunn, Paula Wright, Duane Whitmire and Lorene Malanowski. It was a pleasure to work with the committee. Marcia Buckenmyer from the Personnel Office was also very helpful as she did all the mailings and handled reservations for the luncheons.

Several committee members and I would like to request that the Executive Council establish some written guidelines to be used to guide the committee as programming for each year is established. When the committee first met last fall we had several ideas for fun programs that would have required bringing people to campus and paying honorariums. After making the speaker contacts I learned that the executive committee felt the honorariums were not appropriate so I had to rescind the invitation. It would be helpful for future committees to have established written guidelines outlining expectations (i.e. that we should look for in house speakers, community people etc. That speaker's luncheons, AV equipment costs, are picked up by ASC).

All activities were positively evaluated informally. A survey will be mailed next week to all members of Administrative Staff. This survey will be used to obtain a list of possible future topic areas for programs. Next year's committee will make final selections.

If you would like additional information or have questions, please feel free to contact me.

CCC/nm
April 24, 1990

MEMORANDUM

TO: Carl Lipp
Business Office

FROM: Linda L. Hamilton
Director of Budgeting

SUBJ: ASC PROFESSIONAL DEVELOPMENT BUDGET

Carl: Confirming our telephone conversation of yesterday, budget 
#187500.03557 has been established as the Administrative Staff Council
(ASC) Professional Development Fund with Robert Martin, Vice President for
Operations, as budget administrator. Enclosed is a budget transfer in the
amount of $5,000 to establish the budget. Thanks for your assistance.

Enclosure

copy: R. Martin
C. Dalton
J. Carr
BUDGET TRANSFER FORM

Bowling Green State University

MEMORANDUM TO THE BUSINESS OFFICE

FROM: J. Christopher Dalton
Planning & Budgeting

Please make the following Transfer:

$5,000.00

FROM: Non-Instrl Equipment

TO: ASC Professional Devlpmt

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<th>187110</th>
<th>187500</th>
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</table>

Group A

- Personnel - Contracts
- Personnel - Graduate Asst.
- Personnel - Classified
- Fringe Benefits

Group B

- Temporary Employment
- Travel
- Equipment
- Other

Purpose: Establish budget

 Signature

THIS FORM IS TO BE USED FOR:
1. Fund transfers from one budget to another budget.
2. Fund transfers between a line item in one group to a line item in the other group within the same budget.
3. Transfers to or from Group A require approval of Vice President.

NOTE: Fund transfers are not necessary between line items within a single group on the same budget.
May 30, 1990

MEMORANDUM

TO:        Jill Carr, Chair
            Administrative Staff Council

FROM:      Jane Schimpf, Director
            Food Operations

I am submitting this application for an Administrative Staff Professional Development Grant to attend the College Business Management Institute at the University of Kentucky.

CEMI is an intensive course of study in business and financial management for administrators at colleges and universities. Twenty-eight hours of instruction are given each year for three years to earn a certificate of completion.

I believe that attendance at this Institute would be beneficial to my professional growth and enhance my abilities to better serve Bowling Green State University in my current position. It will also prepare me for future promotional opportunities which I am interested in pursuing.

The costs of attending this year are as follows.
Registration, including meals and lodging - $ 730.00
Travel - $ 140.00

$ 870.00

I would expect costs for 1991 and 1992 to be similar. I have enclosed information on the Institute, a copy of my resume and a letter of support from my supervisor, James Corbett.

If not funded by this source, I will be unable to attend due to inadequate travel funds in our departmental operating budgets. I will not be requesting funding from any other sources.

Please let me know if you need additional information. I look forward to hearing from you soon. Thank you for your consideration.

cc
JANE S. SCHIMPF

**Address**
820 Normandie Blvd., Bowling Green, Ohio, 43402
Phone: (419) 352-6356

**Professional Objective**
A position of major responsibility in Management/Administration where I can advance as merited.

**Education**
Bachelor of Science in Home Economics Education.
Ohio State University, Columbus, Ohio, 1967.

Course work in Vocational Training.
Miami University, Oxford, Ohio.

Graduate work in management, administration, etc.
Bowling Green State University, Bowling Green, Ohio.

**Experience**

--Director, Bowling Green State University Food Operations, Bowling Green, Ohio, July 1984 to present. Directly responsible for administration of all Food Operations on campus, except the University Union. This includes five dining halls, two restaurants, four snack bars, Bake Shop, and a Deli Shop.

--Assistant Director, Bowling Green State University Food Operations, Bowling Green, Ohio, 1978-1984. Responsible for establishing and maintaining high quality food products and service standards. Also responsible for Training, Graphic and Promotional Departments.

--Area Coordinator, Residence Food Services, BGSU, 1976-78. Coordinated work of another dining hall in addition to General Manager duties at McDonald Dining Hall.

--General Manager, McDonald Dining Hall, BGSU, 1972-76. Managed largest dining hall on campus serving over 4,000 meals per day.

--Production Manager, Freischer Dining Hall, BGSU, 1971-72. Responsible for food production in dining hall serving 1,400 students.

--Service Manager, Harshman Dining Hall, BGSU, 1970-71. Responsible for service standards in dining hall serving 1,400 students.

--Instructor, Food Service, Penta County Vocational School and Technical College, Perrysburg, Ohio, 1968-70.

--Teacher, Buckeye Central High School, New Washington, Ohio, 1967-68.
Taught comprehensive Home Economics.
<table>
<thead>
<tr>
<th>Activities and Memberships</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>--National Association of College and University Food Services. Currently serving as President of Region IV, past national chair of the Menu Idea Exchange Contest, past Regional Vice President, Secretary, and Treasurer. Served on National Strategic Planning Committee and 1990 Conference site selection committee, National Finance Committee, Liaison for the National Food and Nutrition Awareness Committee and Search Committee for a fulltime Executive Director. Chair, National Marketing Committee for 1990-92. Chair, Educational Programming for the 1992 NACUFS National Conference.</td>
<td>Has played an instrumental role in the development of the innovative a la carte system used at BGSU as their meal plan for campus residents.</td>
</tr>
<tr>
<td>--Fenta County Vocational School, Perrysburg, Ohio, Food Service Management and Production Advisory Board.</td>
<td>Received a University Special Achievement Award for successful development and implementation of many new and innovative food service programs.</td>
</tr>
<tr>
<td>--Toledo Area Home Economics Association.</td>
<td>Has represented college and university food service on national panels, forums, etc.</td>
</tr>
<tr>
<td>--Falcon Club, Bowling Green State University.</td>
<td>Has had articles published related to management and food service operation in national trade magazines.</td>
</tr>
<tr>
<td>--Ohio State University Alumni Association, Wood County chapter.</td>
<td>Has been a member of Professional Standards Review Team for both Ohio University and the University of Tennessee, Knoxville.</td>
</tr>
<tr>
<td>--St. Mark's Lutheran Church.</td>
<td>Received a NACUFS President's Award in 1990 for outstanding contributions to the food service industry and professionalism in performance.</td>
</tr>
<tr>
<td>--E. G. Blueliners.</td>
<td>Reliable, bright, creative individual who has the ability to adapt to varied management situations. Evaluations of job performance by supervisors reflect superior ratings.</td>
</tr>
<tr>
<td>--Wood County Hospital Guild.</td>
<td></td>
</tr>
</tbody>
</table>
TO: Professional Development Committee, Administrative Staff Council

FROM: Jim Corbitt, Executive Director
Auxiliary Services

RE: Letter of Support - Jane Schimpf

May 30, 1990

This memorandum is written in support of Jane Schimpf's request to be granted professional development funds available to contract administrators.

It is Jane's hope that this summer she attend the College Business Management Institute sponsored by the University of Kentucky and the Southern Association of College and University Business Officers. As her immediate supervisor it is my opinion that her professional career, although highly successful, has reached a point where she needs to expand her knowledge into the interfacing administrative disciplines of higher education. The institute curriculum of fund accounting, personnel, physical plant, auxiliary services and business management represent the type of educational exposure ideally suited for Jane at this time.

It is therefore respectfully requested that the ASC Professional Development Committee, upon review of Jane's application, grant funding to cover the institute tuition.

I sincerely believe that should Jane attend the institute the benefits derived for both her and BGSU would be evident for years to come.

JC/to
38th Annual
College Business Management Institute
July 29 - August 3, 1990
Lexington, Kentucky
Sponsored by the University of Kentucky and the Southern Association of College and University Business Officers
What is CBMI?

Held on the scenic campus of the University of Kentucky in Lexington, the College Business Management Institute offers an intensive course of study in business and financial management for administrators of colleges and universities. Individuals participate in 28 hours of instruction each summer for three years to earn a certificate of completion.

Over 600 administrators from 38 states participated in 1939, representing institutions of every size and description. Courses are taught by a very distinguished faculty who are practicing administrators and leaders in their fields. Social events and activities for family members contribute to a relaxed and enjoyable stay in Central Kentucky.
"CBMI offers an unusual opportunity to meet with a totally heterogeneous group from higher education. It is easy to develop ‘tunnel vision’ and to view higher education strictly in terms of our own area. It is refreshing to meet with such a diverse group, each equally dedicated to his/her own area, and to remind ourselves that all are necessary to the effective management of the institution.”

The College Business Management Institute (CBMI) offers a three year course of study with 23 hours of instruction each year. This is the 38th year that CBMI has been co-hosted by the University of Kentucky and the Southern Association of College and University Business Officers (SACUCBO). In past years, participants have represented 40 different states and several foreign countries.

Who should attend?
Administrators of colleges and universities with any of the following responsibilities:
- Institutional management
- Budget or planning
- Accounting or finance
- Student personnel
- Purchasing
- Academic departments
- Personnel
- Physical Plant
- Auxiliary services
- Development
- Safety
Participants include many levels of management:
- Business and financial administrators wishing to keep up with new developments and current issues
- Administrators who could benefit from a broad perspective of higher education management
- Deans, department chairs, and academic administrators
- Staff with management potential
- Recently hired or promoted junior management
- Middle and upper management with new assignments

Why should I attend?
- Keep up with the latest issues in higher education
- Prepare myself for a promotion
- Develop professional relationships with colleagues at other institutions
- Study administrative issues specific to higher education
- Find out how other institutions deal with administrative problems
- Gain a broader perspective of higher education business administration

What will I learn?
The CBMI curriculum provides a broad program of study concerning business and financial management of higher educational institutions. Individuals participating for the first year attend six classes which provide a solid curriculum of fund accounting, personnel, physical plant, auxiliary services, purchasing, and business management. The curriculum for the second and third years allows participants to select their program of study from a list of 58 classes in the following areas:
- Higher education administration
- Academic affairs
- Business and auxiliary services
- Finance
- Budget and planning
- Personnel, benefits, and staff relations
- Computing and information systems
- Physical plant and safety
CBMI curriculum overview

"The entire course was a very good overview of college operations - probably among the best I have attended."

FIRST YEAR STUDENTS
Individuals participating for the first year attend six classes. Each class session lasts one hour and 45 minutes plus a 15-minute break. Each subject is taught for 4 or 6 hours.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<td>110 Housing and Dining Operations</td>
<td>4 hours</td>
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<tr>
<td>120 Business Affairs</td>
<td>6 hours</td>
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<tr>
<td>130 Fund Accounting</td>
<td>6 hours</td>
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<tr>
<td>140 Purchasing Policies and Operations</td>
<td>6 hours</td>
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<tr>
<td>150 Personnel Administration</td>
<td>6 hours</td>
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<tr>
<td>176 Physical Plant Operations</td>
<td>4 hours</td>
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</table>

SECOND, THIRD AND FOURTH YEAR STUDENTS
Individuals participating for the second, third or fourth years may select their program of study from a list of 33 classes. Each class session lasts one hour and 45 minutes plus a 15-minute break. Each subject is taught for 2 to 8 hours.

Business and Auxiliary Services

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>211 Auxiliary Services</td>
<td>8 hours</td>
</tr>
<tr>
<td>212 Equipment Inventory Management</td>
<td>4 hours</td>
</tr>
<tr>
<td>213 Internal/External Audit</td>
<td>4 hours</td>
</tr>
<tr>
<td>214 Risk Management and Insurance</td>
<td>4 hours</td>
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Higher Education Administration

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>221 Academic Affairs</td>
<td>4 hours</td>
</tr>
<tr>
<td>222 Current Problems in Higher Education</td>
<td>2 hours</td>
</tr>
<tr>
<td>223 Development</td>
<td>2 hours</td>
</tr>
<tr>
<td>224 Improving Management Performance</td>
<td>4 hours</td>
</tr>
<tr>
<td>225 Legal Problems in Universities</td>
<td>3 hours</td>
</tr>
<tr>
<td>226 Management Problem Solving</td>
<td>4 hours</td>
</tr>
<tr>
<td>227 Public Relations</td>
<td>2 hours</td>
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<tr>
<td>228 Student Affairs</td>
<td>4 hours</td>
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Finance

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>231 Advanced Endowment Management</td>
<td>2 hours</td>
</tr>
<tr>
<td>232 Capital Construction Financing</td>
<td>4 hours</td>
</tr>
<tr>
<td>233 Costing in Higher Education</td>
<td>2 hours</td>
</tr>
<tr>
<td>234 Endowment Management</td>
<td>2 hours</td>
</tr>
<tr>
<td>235 Financing Higher Education</td>
<td>4 hours</td>
</tr>
<tr>
<td>236 Management of Sponsored Programs</td>
<td>8 hours</td>
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<tr>
<td>237 Money Management</td>
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Budget and Planning

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>241 Budgeting - Large Schools</td>
<td>2 hours</td>
</tr>
<tr>
<td>242 Budgeting - Small Schools</td>
<td>4 hours</td>
</tr>
<tr>
<td>243 Budget Process and Business Officer</td>
<td>4 hours</td>
</tr>
<tr>
<td>244 Managing Campus Retirement</td>
<td>4 hours</td>
</tr>
<tr>
<td>245 Strategic Planning for Universities</td>
<td>4 hours</td>
</tr>
</tbody>
</table>

Personnel, Benefits and Staff Relations

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>251 Assurances</td>
<td>4 hours</td>
</tr>
<tr>
<td>252 Contemporary Human Resource Practices</td>
<td>6 hours</td>
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<tr>
<td>253 Effective Listening and Communications</td>
<td>4 hours</td>
</tr>
<tr>
<td>254 Effective Team Building</td>
<td>2 hours</td>
</tr>
<tr>
<td>255 Employee Financial Planning</td>
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</tr>
<tr>
<td>256 Estate Planning</td>
<td>2 hours</td>
</tr>
<tr>
<td>257 Good Communications</td>
<td>4 hours</td>
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Computing and Information Systems

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<tbody>
<tr>
<td>261 Administrative Systems</td>
<td>4 hours</td>
</tr>
<tr>
<td>262 Computing and Communications Trends</td>
<td>4 hours</td>
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<tr>
<td>263 Future Technology Trends</td>
<td>4 hours</td>
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<tr>
<td>264 Information Systems Introduction</td>
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Physical Plant and Safety

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>271 Campus Safety</td>
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</tr>
<tr>
<td>272 Campus Security</td>
<td>4 hours</td>
</tr>
<tr>
<td>273 Facilities Development</td>
<td>4 hours</td>
</tr>
<tr>
<td>274 Safety Management</td>
<td>4 hours</td>
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</tbody>
</table>
MEMORANDUM

TO: Jill Carr, Chair
   Administrative Staff Council

FROM: Cindy C. Colvin, Chair
       Professional Development Committee, ASC

RE: Administrative Staff Council PDC Report

The 1989-90 year was a productive one for the Professional Development Committee of Administrative Staff Council. A summary of the various offered activities are as follows:

Theme: Personal and Professional - Administrative Strategies for the 1990's.
"Everything You Wanted to Know About Microcomputers, But Were Afraid to Ask: Where Do I Get the Information I Need?"

Presenters: Duane Whitmire, Dave McCoy, Pat Kania, Tom Gross, BGSU Computer Services

Luncheon Program
November 29, 1989
Alumni Room, University Union
Attendance: 30-35

"Your Money and You"

Presenter: Tyne Hyslop - Prudential Bache Securities

Luncheon Program
January 23, 1990
Alumni Room, University Union
Attendance: 27

"Fighting It Out With Difficult People"

Presenter: Dr. Ray Tucker, Professor, IPCO

Luncheon Program
March 6, 1990
Alumni Room, University Union
Attendance: 65
June 7, 1990

TO: Jill Carr, Administrative Staff Council
FR: Paul Lopez, WBGU-TV
RE: Administrative Staff Professional Development Grant

I am requesting consideration of a Professional Development Grant for a member of my Production department staff here at WBGU-TV (Denise Kisabeth, hired October 1980).

The grant funding would be used to pay the registration and transportation to a training workshop, Stereo Audio for Broadcast.

Denise's background and current responsibilities make her a perfect candidate for this workshop. She has been producing public television programming in a stereo facility for three-and-a-half years and has been training student employees in field stereo audio production for the past two years. None of our technical staff have had the opportunity to receive stereo audio training prior to existing in our current stereo environment.

With this workshop, Denise will be able to share her knowledge with the remainder of the technical staff; improve her training to students; plus have a better understanding of how to put to better and more efficient use some of our technical equipment. Because of our internal policy of "in service", this workshop will benefit additional administrative staff without having to send them to the workshop (Denise will make a presentation upon her return), plus.

WBGU-TV will fund meals, and lodging if the registration and transportation is funded by this Professional Development grant.

The registration cost is $700 with an approximate transportation cost of between $225-$325. The meals and lodging will cost $600.

No additional support is being requested from internal or external sources.

Please call me at 2-2700 if I can help strengthen this request or if you need additional information.

Workshop specifics attached.
MEMORANDUM:

TO: Jill Carr
   Director of On Campus Housing

FROM: Pat Fitzgerald

DATE: June 11, 1990

SUBJECT: Professional Development Funds

The Professional Development Award Committee met on Friday, June 7, and recommended the following:

1. $870 be awarded to Jane Schimpf toward her expenses and registration for the College of Business Management Institute at the University of Kentucky this summer.

2. $1,000 be awarded to Denise Kisabeth to cover the costs of registration and airfare to the STEREO AUDIO FOR BROADCAST WORKSHOP in August of this year.

Please confirm these recommendations at your earliest convenience, so that necessary arrangements can be made by these staff members.
MEMORANDUM

TO: Robert Martin, Vice President for Operations
FROM: Jill Carr, Chair, Administrative Staff Council
RE: ASC Professional Development Fund

The Professional Development Fund Allocation Committee has agreed to support two applications for administrative staff professional development activities. They are as follows:

1. Jane Schimpf - $870.00 to attend the College of Business Management Institute at the University of Kentucky.

2. Denise Kisabeth - $1000.00 to attend the Stereo Audio for Broadcast Workshop in August.

The appropriate budget transfer forms are enclosed for your signature. Please forward these at your earliest convenience to the Business Office.

Thank you for your attention to this matter.

JC/jm

cc: Gregg DeCrane
Greg Jordan
Jane Schimpf
Denise Kisabeth
MEMORANDUM TO THE BUSINESS OFFICE

FROM:

Please make the following Transfer:

$ 1,000.00

FROM: ASC Professional Development

TO: UB-UT

<table>
<thead>
<tr>
<th>BUDGET NAME</th>
<th>BUDGET NUMBER</th>
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<td>187500</td>
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</tbody>
</table>

Group A

- [ ] Personnel - Contracts
- [ ] Personnel - Graduate Asst.
- [ ] Personnel - Classified
- [ ] Fringe Benefits

Group B

- [ ] Temporary Employment
- [ ] Travel
- [ ] Equipment
- [ ] Other

Purpose:

Confirm attention

SIGNATURE

THIS FORM IS TO BE USED FOR:

1. Fund transfers from one budget to another budget

2. Fund transfers between a line item in one group to a line item in the other group within the same budget.

3. Transfers to or from Group A requires approval of Vice President or Provost.

NOTE: Fund transfers are not necessary between line items within a single group on the same budget.
**BUDGET TRANSFER FORM**

Bowling Green University

**MEMORANDUM TO THE BUSINESS OFFICE**

FROM:

Please make the following transfer:

$870.00

FROM: ASC Personnel Development

TO: Auxilier Support

<table>
<thead>
<tr>
<th>Budget Name</th>
<th>Budget Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASC</td>
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<tr>
<td>Auxilier</td>
<td>165010</td>
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<table>
<thead>
<tr>
<th>Group A</th>
<th>Group B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel - Contracts</td>
<td>Personnel - Contracts</td>
</tr>
<tr>
<td>Personnel - Graduate Asst.</td>
<td>Personnel - Graduate Asst.</td>
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<tr>
<td>Personnel - Classified</td>
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<tr>
<td>Fringe Benefits</td>
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</table>

<table>
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<tr>
<th>Temporary Employment</th>
<th>Travel</th>
<th>Equipment</th>
<th>Other</th>
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<tbody>
<tr>
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<td>Travel</td>
<td>Equipment</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Purpose:** conference attendance

**SIGNATURE**

---

**THIS FORM IS TO BE USED FOR:**

1. Fund transfers from one budget to another budget

2. Fund transfers between a line item in one group to a line item in the other group within the same budget.

3. Transfers to or from Group A requires approval of Vice President or Provost.

**NOTE:** Fund transfers are not necessary between line items within a single group on the same budget.
MEMORANDUM:

TO:     Jill Carr, Chair
         Administrative Staff Council

FROM:   Pat Fitzgerald

DATE:   June 22, 1990

SUBJECT: Professional Development

As I leave the chair of the Professional Development Grant Committee and pass this pleasure to you, I wish you well and continued success in your leadership responsibilities with ASC. You have had an extraordinary year as chair of ASC, one of the most productive since its inception seven years ago. This has been a difficult year for BGSU because of the internal conflicts and you have steered an admirable course for the Administrative Staff Council. Congratulations. In addition to that, you were as always a joy to work with and for.

As you know, we were able to recommend three staff members for grants during the year for a total of almost $3,000. I am hopeful that as this program expands, competition for the grants will increase. The committee does recommend that the change be made in the next year in regard to the constitution of the committee: the at large delegates should serve for two year staggered terms in order to effect greater continuity.

Best wishes.