2000

Professional Development Committee 1991-2000

Bowling Green State University. Administrative Staff Council

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Pre-Microfilm Inventory

Collection: Bowling Green State University
Administrative Staff Council, UA-022

Location: Bowling Green, Ohio

Title of Series: Professional Development Committee


Format: ___ Bound   X Loose

Order: ___ Alpha   X Chronological   ___ Numerical

Index: ___ Included   ___ Separate   X None

Notes

1. Colored Paper
2. Colored Ink
3. Photocopies
4. Highlighter
The Professional Development Committee requests the following goal be added to the goals of Administrative Staff Council:

Strengthen professional development by obtaining university approval for the implementation of succession planning and by generating ongoing professional development grant funds through the university budgeting process.
MEMORANDUM

October 14, 1991

To: Josh Kaplan, Chair, Administrative Staff Council

From: Pat Green, Chair, ASC Professional Development Committee

As you are aware when Administrative Staff members have the opportunity to pursue professional development activities, there is very often no mechanism to defray the cost. Many members must cover their own expenses. In 1989, however, $5000 was awarded to Administrative Staff Council for professional development. This money has enabled members of the staff to participate in activities that have definitely increased their effectiveness as a university employee and enhanced the image of the university as a whole.

This past year, for example:

Melissa Bandy received $1000 to participate in the Hospitality Delegation which travelled to the Soviet Union and Czechoslovakia. As a result of her trip, there is now a Russian student enrolled in the university's hospitality management program.

Cindy Colvin received $385 to attend a Myers-Briggs Type Indicator Training Program in Cleveland. Professionals in higher education trained in the Myers-Briggs have found it a most effective tool in aiding students identify and understand their gifts.

Melissa Firestone received $850 to participate in the Xi'an Exchange Program. It is the first time a staff person has been accepted as an instructor in this very successful program.

We had one other request we had to deny because we ran out of funds. The balance in the fund is now zero.

Since Administrative Staff do not have paid leave or sabbatical options, this fund has been the only avenue we have had to support development of the staff. If succession planning becomes a reality, these funds will become even more crucial in the future.

I recommend, on behalf of the Professional Development Committee, that the ASC Executive Committee make an interim request for this year of $2500 for the fund. I further recommend that requests for future funds become a part of the regular university budgeting process.

If there is anything more the committee can do to further this objective, please let me know, and we will be glad to help.
10/22/91

MEMORANDUM

TO: Robert Martin, Vice President Operations
FROM: Josh Kaplan, Chair, ASC
RE: Professional Development Funds

On behalf of the ASC Executive Committee, I request interim funding in the amount of $2,500 to fund administrative staff professional development for 1991-92.

ASC received a one time grant of $5,000 in 1989 for professional development. As indicated in the attached memo from Pat Green, ASC Professional Development Committee Chair, the initial grant was used effectively, benefitting the University as well as individual staff. We believe this program warrants ongoing funding. Since our continuing budget was frozen this year, we are requesting another temporary grant to continue the program until such time as funding can become part of our regular budget.
January 5, 1992

Memorandum

To: Chris Dalton
   Vice President Planning and Budgeting

From: Pat Green
   Chair, ASC Professional Development

On behalf of the Administrative Staff Professional Development Committee I would like to invite you to attend a committee meeting to discuss total quality management at the university level. In our efforts to create an organization review process for administrative staff, we have become aware that TQM could be a vehicle for our purpose.

From a philosophic point of view, we believe that all administrative staff are here for the betterment of the institution. It makes sense to have the right people do the right things. We are and can be valuable assets in the role and mission of the university as human resources. In light of this we would like you to talk with us about how this fits in with the concept of TQM and see what suggestions you may have for us as we proceed.

The best time for all committee members to meet is at 2:30 on Mondays. However, we will be more than happy to meet with you at your convenience.

Thank you very much.
February 10, 1992

MEMORANDUM

TO: Eloise Clark  
Acting President

FROM: Josh Kaplan  
Chair, Administrative Staff Council

I just found out that ASC is receiving a $2,500 fund transfer for professional development this year. You are better than your word - I never expected such a quick response. I believe I speak for the entire Council when I express our appreciation for your timely action. In a year where there has been much for people to grumble about, I think this will be a genuine morale booster. We will seek to use the money efficiently and effectively.

Robert Martin  
John Moore

Josh -  
Thanks for your message. I am sure you will use the fund well - as you have in the past.
February 26, 1992

Memorandum

To: Faye Nichelson
Business Office

From: Pat Green
Administrative Staff Council
Professional Development Committee

Please establish a new budget (area/org) for Administrative Staff Council. It should be entitled ASC Professional Development Grants. The budget administrators the president and president-elect of Administrative Staff Council each year. Please send the budget number to Josh Kaplan, this year's president. Thank you.

cc: Josh Kaplan
February 26, 1992

Memorandum

To: Josh Kaplan, Chair
Administrative Staff Council

From: Pat Green, Chair
Professional Development Committee

RE: Edieann Biesbrock-Didham Grant Request

The Professional Development Committee recommends funding the attached request of Edieann Biesbrock-Didham for the full amount of her airfare to her national convention. Since the university is going to be honored with 6 awards, the committee felt it was important that she be there to receive the awards, as well as take advantage of the professional development for her.

Thank you.
Dear Pat,

I am applying for an A.S.C. grant for the purpose of attending the N.U.C.E.A. meeting. My application and supporting materials are included. Thank you for your assistance and direction in preparing this grant request. I appreciate the consideration the committee members will give my application.

Sincerely,

(Handwritten)

EdieAnn Biesbrock-Didham
Director of Marketing & Promotion
A.S.C. GRANT REQUEST

Statement of Purpose

Grants are designed to enhance the administrators professional development. Funding will be provided for developmental activities which will increase the administrative capabilities of staff members. The full guidelines are attached with this request.

Name   Edieann Biesbrock-Didham        Area/Department Continuing Education

Amount of Request $392.00        Budget to be Credited 150/1600

Statement of Purpose of Request:
I will be presented with six national awards for graphic and marketing projects completed for BGSU during 1991 at the NUCEA convention. (See attached materials for details). I want to attend the ceremony in San Diego but I need additional funding to cover airfare. Continuing Education will fund the majority of the expenses.

Description of Event:
The annual meeting of the National University Continuing Education Association is scheduled April 10-14, 1992 in San Diego, California. It is an important meeting for Continuing Educators and involves major speakers and presentations, national awards and recognitions, professional development seminars and NUCEA Benefit to BGSU: Marketing division meetings.
BGSU will receive national attention for efforts in marketing. I will benefit from professional development sessions which have direct application to my position and will increase my effectiveness with future BGSU projects.

Is this the only source of request for funds? No If other specify Continuing Education
Continuing Education will cover the majority of costs including hotel housing, food, and registration fees.

Breakdown of Expenses:
  RT Coach Airfare to San Diego = $392
  (discount rate)
  Hotel Housing Est. @ $65 day x 4 = 260
  Food costs Est. @ $30 per day x 4 = 120
  Transportation (to/from airport) = 50
  Conference Registration fees = 345
  Total Est. Expenses $1,147.00

Have you requested funds from ASC previously? No

If so when? __________
For what reason? ____________________________________________________________________

How much? _____________________________________________
How much awarded? ___________________________________

Amount Requested $ 392.00
Pat Green  
Center for Photochemical Sciences  
Bowling Green State University  
Bowling Green, Ohio 43403

Dear Ms. Green,

I am sending this letter to you and to the members of the Administrative Staff Council to endorse the request by Edieann Biesbrock-Didham for an A.S.C. grant. Dr. Biesbrock-Didham has been recognized previously for outstanding work in the marketing and promotion of Bowling Green State University. In April 1992, she will be presented with six national awards (two of them the top awards in the field) by the National Continuing Education Association. Edieann has been active in NUCEA at the regional and national level and has represented the University well on the Board of Directors for the Division of Marketing and Development. In this role, she has always taken advantage of opportunities for professional development and has utilized what she has learned to improve the marketing of BGSU and BGSU’s programs.

It is worthwhile and very appropriate that Dr. Biesbrock-Didham be present to receive these awards. I am willing to approve her travel and to cover the majority of the costs to send her to the annual meeting. I endorse this grant request for additional funds to cover the travel expenses.

Sincerely,

Suzanne Crawford  
Dean of Continuing Education and Summer Programs
10 APR 92 - FRIDAY
AMERICAN  4350 COACH CLASS
LV: TOLEDO  745A   NONSTOP  CONFIRMED
AR: CHICAGO/OhARE  890A
SEAT 2B

AMERICAN  271 COACH CLASS
LV: CHICAGO/OhARE  910A   NONSTOP  CONFIRMED
AR: SAN DIEGO  1136A   BREAKFAST
SEAT 10B

14 APR 92 - TUESDAY
AMERICAN  330 COACH CLASS
LV: SAN DIEGO  115P   NONSTOP  CONFIRMED
AR: CHICAGO/OhARE  710P   LUNCH
SEAT 10B

AMERICAN  4357 COACH CLASS
LV: CHICAGO/OhARE  915P   NONSTOP  CONFIRMED
AR: TOLEDO  1028P
SEAT 7B

**** IMPORTANT ****
THESE TICKETS ARE SUBJECT TO A 25% PERCENT CHANGE/CANCEL FEE:
I AM AWARE OF THE PENALTIES AND CONDITIONS OF THIS TICKET.

TICKET NUMBER/S:
Cough/LSUZANNE  00111461182098   TPCARD  443.00

AIR TRANSPORTATION  402.73  TAX  40.27  TTL  443.00
SUB TOTAL  443.00
CREDIT CARD PAYMENT  443.00
AMOUNT DUE  0.00

Note: These are the flight numbers/timings
but I got a discount rate ($392)

**NS ITEM HAS BEEN CHARGED TO YOUR BUDGET**
YOU NEED NOT PROCESS A REQUISITION
TO:          NUCEA Promotions Awards Entrants  
FROM:        Jerry Jerman, Awards Chair  
DATE:        February 5, 1992  
SUBJECT:     Congratulations!

They've crossed the finish line! And the winners are . . .

We are pleased to inform you that you have been selected to receive at least one award for your entries in the 1992 NUCEA Promotions Awards Competition. Your award(s) has(are) been highlighted on the attached page. (Note: entries were divided into two categories: those from institutions with 50,000+ enrollments and those with fewer than 50,000 enrollments.)

Those reaching the winners' circle will be honored at the Marketing Awards Breakfast at the NUCEA 1992 national conference in San Diego. Gold (win!), silver (place!), and bronze (show!) award winning entries will be on display at the exhibit hall throughout the conference.

Please proofread the attached carefully since this information will be printed in the awards booklet and on your award certificate. If there are corrections, please notify me in writing, by phone, or by FAX (405/325-7698). The judges made some adjustments in categories, which should not be a consideration when you proofread.

For each award you have won, two copies of your certificate will be presented at the Marketing Awards Breakfast. The two certificates will be imprinted with the attached information (which you supplied on entry form A) unless you specify otherwise by February 28. You may order additional copies of the certificate at $2 each (check made payable to The University of Oklahoma). These, too, may be printed according to your specification to recognize anyone or any group who participated in your entry. Orders of extra certificates and payment need to be mailed to me by March 16, 1992, to ensure you receive the certificates at the awards breakfast.

I hope you will be able to attend the NUCEA awards breakfast at the annual conference in San Diego. Instead of a videotape, we are preparing a slide presentation to demonstrate the judging process.

We at the University of Oklahoma congratulate you and your staff for work well done. I hope to see you in the winners' circle in San Diego!
NUCEA AWARDS
ENROLLMENTS < 50,000

1A - General catalog/tabloid (1 or 2 colors)
Bronze: The University of Texas at Austin

1B - General catalog/tabloid (3 or more colors)
Gold: University of Colorado at Boulder
Gold: University of Virginia
Silver: Bowling Green State University
Bronze: Univ. College, Univ. of Denver

2A - Booklet (1 or 2 colors)
Gold: Bowling Green State University
Silver: University of Arizona Extended
Bronze: Johnson County Community College

2B - Booklet (3 or more colors)
Gold: University of Utah
Silver: Bowling Green State University
Bronze: University of Vermont

3A - Brochure (1 or 2 colors)
Silver: Bowling Green State University
Silver: University of Vermont
Bronze: The University of Texas at Austin
Bronze: University of Utah

3B - Brochure (3 or more colors)
Gold: Johns Hopkins University School of Cont. Ed.
Silver: Wayne State University
Bronze: Texas Christian University

4 - Flyer
Gold: University of Utah

5 - Visual Identification
Gold: Colorado State University
Silver: Johns Hopkins University School of Cont. Ed.
Bronze: The University of Texas at Austin
Bronze: University of Arizona Extended

6 - Announcement
Gold: University of Utah
Silver: University of Utah
Bronze: University of Colorado at Boulder

7A - Poster/Calendar (1 or 2 colors)
No awards presented in this category

7B - Poster/Calendar (3 or more colors)
Gold: Brigham Young University
Silver: Bowling Green State University
Silver: Johnson County Community College
Bronze: University of Utah

8 - Outdoor
No awards presented in this category

9A - Newsletter (1 or 2 colors)
Gold: Johnson County Community College
Silver: Rice University
Bronze: Johnson County Community College

9B - Newsletter (3 or more colors)
No awards presented in this category

10 - Press Release/Feature Story
Gold: Bowling Green State University

11 - Public Relations Event
Gold: University of Tennessee

12A - Print Ad (1 or 2 colors)
Gold: Wayne State University
Silver: Johns Hopkins University School of Cont. Ed.

12B - Print Ad (3 or more colors)
No awards presented in this category

13 - Exhibit
No awards presented in this category

14 - Television or Radio Spot
Gold: Johns Hopkins University School of Cont. Ed.

15 - Video Presentation/Slide Show
Silver: Colorado State University

16 - Miscellaneous Public Relations
Silver: Johns Hopkins University School of Cont. Ed.
Bronze: University of North Florida

17 - Publications Campaign
Gold: Johns Hopkins University School of Cont. Ed.
Silver: University of Maine
Silver: Wayne State University
Bronze: The University of Akron

18 - Broadcast Ad Campaign
No awards presented in this category

19 - Print Ad Campaign
Gold: University of New Hampshire
Silver: University of Washington Extension

20 - Publicity Campaign
No awards presented in this category

21 - Mixed Media Campaign
Gold: University of Utah
Gold: Johns Hopkins University School of Cont. Ed.
Silver: University of Utah
Silver: University of Utah
Silver: Colorado State University
<table>
<thead>
<tr>
<th>Category</th>
<th>Awards Presented</th>
<th>Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A - General catalog/tabloid (1 or 2 colors)</td>
<td>Gold Louisiana State University</td>
<td>Silver UC Berkeley Extension</td>
</tr>
<tr>
<td>18 - General catalog/tabloid (3 or more colors)</td>
<td>Gold University of Oklahoma</td>
<td>Silver NYU School of Cont Education</td>
</tr>
<tr>
<td>2A - Booklet (1 or 2 colors)</td>
<td>Gold University of Minnesota</td>
<td>Silver UCLA Extension</td>
</tr>
<tr>
<td>2B - Booklet (3 or more colors)</td>
<td>Gold The University of Kansas</td>
<td>Silver UCLA Extension</td>
</tr>
<tr>
<td>3A - Brochure (1 or 2 colors)</td>
<td>Gold Univ. of Wisconsin at Madison</td>
<td>Silver NYU School of Cont Education</td>
</tr>
<tr>
<td>3B - Brochure (3 or more colors)</td>
<td>Gold University of Oklahoma</td>
<td>Silver Arizona State University</td>
</tr>
<tr>
<td>4 - Flyer</td>
<td>Bronze Arizona State University</td>
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</tr>
<tr>
<td>5 - Visual Identification</td>
<td>Gold University of Minnesota</td>
<td>Silver University of Minnesota</td>
</tr>
<tr>
<td>6 - Announcement</td>
<td>Gold NYU School of Cont Education</td>
<td>Silver University of Oklahoma</td>
</tr>
<tr>
<td>7A - Poster/Calendar (1 or 2 colors)</td>
<td>Gold Indiana University School of Cont. Studies</td>
<td></td>
</tr>
<tr>
<td>7B - Poster/Calendar (3 or more colors)</td>
<td>Gold University of Minnesota</td>
<td>Silver University of Minnesota</td>
</tr>
<tr>
<td>8 - Outdoor</td>
<td>Gold University of Minnesota</td>
<td></td>
</tr>
<tr>
<td>9A - Newsletter (1 or 2 colors)</td>
<td>Gold University of Minnesota</td>
<td>Silver Indiana University School of Cont. Studies</td>
</tr>
<tr>
<td>9B - Newsletter (3 or more colors)</td>
<td>Gold NYU School of Cont Education</td>
<td></td>
</tr>
<tr>
<td>10 - Press Release/Feature Story</td>
<td>Gold UC Berkeley Extension</td>
<td>Bronze Indiana University School of Cont. Studies</td>
</tr>
<tr>
<td>11 - Public Relations Event</td>
<td>Gold Univ. of North Carolina at Chapel Hill</td>
<td></td>
</tr>
<tr>
<td>12A - Print Ad (1 or 2 colors)</td>
<td>No awards presented in this category</td>
<td></td>
</tr>
<tr>
<td>12B - Print Ad (3 or more colors)</td>
<td>No awards presented in this category</td>
<td></td>
</tr>
<tr>
<td>13 - Exhibit</td>
<td>Silver Florida State University</td>
<td></td>
</tr>
<tr>
<td>14 - Television or Radio Spot</td>
<td>Gold University of Minnesota</td>
<td>Silver University of Minnesota</td>
</tr>
<tr>
<td>15 - Video Presentation/Slide Show</td>
<td>No awards presented in this category</td>
<td></td>
</tr>
<tr>
<td>16 - Miscellaneous Public Relations</td>
<td>Gold University of Delaware</td>
<td>Silver UCLA Extension</td>
</tr>
<tr>
<td>17 - Publications Campaign</td>
<td>Gold Arizona State University</td>
<td>Silver NYU School of Cont Education</td>
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<td>18 - Broadcast Ad Campaign</td>
<td>Gold University of Minnesota</td>
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<td>19 - Print Ad Campaign</td>
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<tr>
<td>20 - Publicity Campaign</td>
<td>Gold UC Berkeley Extension</td>
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<tr>
<td>21 - Mixed Media Campaign</td>
<td>Silver NYU School of Cont Education</td>
<td>Silver The University of Georgia</td>
</tr>
</tbody>
</table>
Gold

Bowling Green State University, Continuing Education
Edieann Biesbrock-Didham: Art Director
Joanne McPherson: Writer
Jeff Hall, Bill Hollister: Photographers
Susan Ventara: Designer

Fire School 1991

Booklet
(one or two colors)

April 11, 1992
Gold

Bowling Green State University
Continuing Education
Edieann Biesbrock-Didham: Entrant
Teri Sharp: Writer

Vertebrate Pest Management

Press Release/Feature Story

April 11, 1992
Silver

Bowling Green State University
Continuing Education
Edieann Biesbrock-Didham: Art Director
Susan Ventura: Designer, Production Artist

Spring 91 Poster

Poster/Calendar
(three or more colors)

April 11, 1992
Silver

Bowling Green State University, Continuing Education
Edieann Biesbrock-Didham: Art Director
Joanne McPherson: Writer
Susan Ventura: Illustrator, Designer
Jane Patrick: Designer, Production Artist

Spring 92 Catalog

General catalog/tabloid
(three or more colors)

April 11, 1992
Silver

Bowling Green State University
Continuing Education
Edieann Biesbrock-Didham: Art Director
Joanne McPherson: Writer
Alexa Ford: Designer

Arts Unlimited

Booklet
(three or more colors)

April 11, 1992
Silver

Bowling Green State University
Continuing Education
Edieann Biesbrock-Didham: Art Director
Diane Prohaska: Designer, Production Artist
Joanne McPherson: Writer

Time Out For Murder

Brochure
(one or two colors)

April 11, 1992
March 13, 1992

Memorandum

TO: Administrative Staff

FROM: Pat Green, Chair
Professional Development Committee

RE: Professional Development Grant Funds

As you may be aware Administrative Staff Council was recently given $2500 for the professional development grant fund. Attached are the guidelines for applying. If you feel you qualify, please contact me for an application.

I also want to clarify that this grant money is not available for any professional conference in your area that your department would normally fund. See attached guidelines. Due to budget cutbacks across campus we have had numerous requests from persons for money to help with these meetings. It would be unfair to use this money to send a few people to their meetings and not the entire administrative staff. It would also be setting a precedent inconsistent with the intention of the grant funds.

The intent of the money is to provide professional development beyond the usual meetings; to help staff grow into new areas that will benefit departments and the university as a whole.

If you have any questions, please do not hesitate to contact me.
April 14, 1992

Pat Green
Chemistry Department
Administrative Staff Council
Professional Development Fund

Dear Pat:

As the chief development officer and vice president for University Relations for Bowling Green State University, I highly recommend that my assistant, Arto Woodley, Jr. receive a grant to attend the Forum for Institutional Advancement Officers, sponsored by CASE. In his tenure as assistant to the vice president he has successfully completed a variety of institutional relations tasks. It is my belief that he has the potential to be an outstanding senior level institutional advancement officer.

If this young man is given the opportunity to attend CASE's Forum it will add to his realm of understanding and continue the cultivation of one of tomorrow's leaders in the field. Let me share some of the highlights of Arto's institutional advancement career. He has served for me as the co-chair of the City-University Relations Committee. This important committee takes a pro-active approach to handling any issues that affect town and gown relations. In the formulation and production of BGSU's first Fine and Performing Arts Calendar he was an instrumental component. Arto wrote and received a grant from the Ohio Arts Council to help initiate the project, administered the budget, and handled distribution of a portion of the calendars. Additionally, he is in the midst of a campaign to promote the visibility of the University in the state by promoting the sale of BGSU paraphernalia. This young man is contacting chain stores, retail buyers, and influential individuals to increase our presence in the region.

Attendance at the Forum for Minority Advancement Officers would help Arto, me, and this University. I am sure the information he gains will be useful for Bowling Green. At the same time, it is vital that he forms a professional network in the field. Arto is one of two African American advancement officers at our institution, so he has to look to CASE to provide career information he may not receive here. As you know, we are experiencing severe budget cuts from the State of Ohio. We just don't have the funds to provide adequate professional development opportunities for Arto outside of his work experience. This is why it is important for him to receive a grant.

Thank you for considering this outstanding young man. If there are any questions please call.

Sincerely,

Dr. Philip R. Mason
Vice President
April 21, 1992

MEMORANDUM

TO: Pat Green, Chair
Professional Development Committee
Administrative Staff Council

FROM: Dave Crooks, Director
University Union

RE: Professional Development Grant Funds

I am submitting two requests for professional development grant funds. I am requesting a grant of $300 to help fund my attendance at the College Business Management Institute at the University of Kentucky. This Institute provides a university wide exposure to the current issues in higher education. The Institute also provides excellent background information in understanding the administrative relationships that exist in the traditional institution of higher education. This will be the third year that I will have attended the Institute in a three year sequence.

The other grant request is for $300 to assist in paying the travel expenses for Becky Heyman, Assistant Director of the University Union, to attend the Leadership Institute sponsored by the National Association of College and University Food Services. Becky has been selected by the Regional President of NACUFS as one of two representatives from our region to attend the Leadership Institute in June of 1992. We have just received notification from the Regional President of Becky’s acceptance and are seeking funding that will allow Becky to attend. It is my understanding that this week long Leadership Institute has tremendous respect within the food service industry and is an important component in the continuous process of developing responsible leadership in university food services.

Please let me know if you need any additional information relative to the above requests.

tt/18
Administrative Staff Council Professional Development Grant Request

Name: Becky Heyman
Area/Department: University Union

Amount of Request: $300.00
Area/Org to be Credited: 531-2700

Statement of Purpose of Request:
To allow Becky Heyman to attend the Leadership Institute sponsored by the National Association of College and University Food Services.

Description of Event:
See attached brochure.

Is this an event your department normally funds? Yes, and the department will seek to fund the $400.00 tuition.

Benefit to BGSU:
Leadership training that is generic but designed to be especially effective in Higher Education.

Is this the only source of request for funds? Yes
If other specify: ____________________________

Breakdown of Expenses:
- Tuition - $400.00 - University Union-if approved
- Travel - $300.00
- Room & Board - $500.00 - Paid by corporate sponsor for all attendees.

Have you requested funds form ASC previously? No
If so when? ____________________________
For what reason? ____________________________
How much? ____________________________
How much awarded? ____________________________

For ASC Use only:
Professional Development Committee Recommendation: Fund $300 for tuition

Executive Committee Disposition: 4/3/12 ask president conversation with Jeff Phillips
Funds awarded: 4/3/12 Amount: $300
Date funds transferred: 5/13/12 called Ann Powers to transfer
A.S.C. GRANT REQUEST

Statement of Purpose

Grants are designed to enhance the administrators professional development. Funding will be provided for developmental activities which will increase the administrative capabilities of staff members. The full guidelines are attached with this request.

Name Arto Woodley, Jr.  Area/Department University Relations
Amount of Request $100  Budget to be Credited 300/2000

Statement of Purpose of Request:
I request $100 to help subsidize my attendance at the CASE conference for Institutional Advancement officers. This program will help me develop professionally and establish a network of peers in my area. The opportunities for professional development in this field are limited and attendance at this Forum would be a boost to my career.

Description of the Event:
The Council for the Advancement and the Support of Education is providing an excellent opportunity for professionals in institutional advancement to network and learn from senior level professional in their Forum for Minority Institutional Advancement Professionals. This program will provide mid-level professionals the opportunity to discuss issues pertinent to the area, discuss professional development, and deal with issues that universities throughout the U.S. currently face. It is designed to promote the growth of people of color in the field and to help participants identify the skills they need to become senior professionals.

Benefit to BGSU:
The University will benefit directly from the knowledge I gain from the Forum. I will return with added expertise that will help me in my role of promoting the University. I will also expand my network of institutional advancement officers, who are people of color. These people will help me identify qualified people of color to be candidates for openings at BGSU, so that we can continue to diversify. BGSU will also benefit from the knowledge of these professionals because I will consult with them as I complete various projects.

Is this the only source of request for funds? no  If other specify I'm applying for a CASE scholarship.

Breakdown of Expenses:
Forum Registration $298
Hotel Expenses $220
Travel (gas) $70

Have you requested funds from ASC previously? no

If so when? 
For what reason? 
How much?
How much awarded? 

June 1, 1992 - Request has not been employed
Administrative Staff Council Professional Development Grant Request

Name: Dave Crooks  Area/Department: University Union

Amount of Request: $300.00  Area/Org to be Credited: 531-2710

Statement of Purpose of Request:
To seek funding assistance to help pay registration, travel, room and board costs for third year attendance to the College Business Management Institute (CBMI).

Description of Event:
See attached brochure from last year.

Is this an event your department normally funds? Yes

Benefit to BGSU:
Broad exposure to instructors who present wide exposure to current and traditional issues in Higher Education. This year I will focus on "funding in higher education."

Is this the only source of request for funds? Yes  If other specify

Breakdown of Expenses:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
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<tr>
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<td>Meals</td>
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</tr>
</tbody>
</table>

Have you requested funds from ASC previously? No

If so when? ________________

For what reason? ________________

How much? ________________

How much awarded? ________________

For ASC Use only:
Professional Development Committee Recommendation: [Signature]

Executive Committee Disposition: [Signature]

Funds awarded ______  Amount ______  Date funds transferred ______
MEMO

To: Pat Green
Fr: Shawn Brady(James)
Re: Development Grant Request
Dt: 8/24/92

I am writing to gain consideration for an Administrative Staff Development Grant. The funds would be used for transportation to Boston to attend a WGBH Fellowship program. I have, along with another staff producer(Judy Paschalis), submitted my name for a possible Fellowship.

The need for this travel money is, of course, contingent upon my receiving a Fellowship(the Fellowship covers all other expenses including room and board). If I can answer any other questions, please contact me at WBGU-TV (2-2700).

Thank you.
Administrative Staff Council Professional Development Grant Request

Name: [Redacted]  Area/Department: LBBU-IV

Amount of Request: $160  Area/Org to be Credited: [Redacted]

Statement of Purpose of Request: To cover flight costs to attend CINE Orlando Fellowship program entitled, "From Viewer to Viewer: Telling Stories of Diverse Communities." This is one of the premiere PBS stations in the country. This Fellowship program is designed to bring mid-level producers from around the country into contact with accomplished, experienced producers with a diversity of ideas and approaches. (Fellowship is October 15-18).

Description of Event: In this Fellowship, "participants will explore visual, oral, and written techniques of diverse cultural approaches to storytelling." This will include elements such as: breaking away from critical stereotypes, discussing issues which are culturally sensitive or controversial, learning effective ways of gathering access and support, etc. in training, and more.

Is this an event your department normally funds? No

Benefit to BGSU: Heuristic ability to produce programming for BGSU and surrounding communities in Northwest Ohio. Creates sensitivity to interaction with multicultural subjects and audience, for all aspects of "reach" activities.

Is this the only source of request for funds? Yes

If other specify: [Redacted]

Breakdown of Expenses: Airline/Flight Expense for a round-trip ticket from Toledo to Boston is $160 if purchased by August 31st and $200 if booked after the 31st.

Have you requested funds from ASC previously? No

If so when: [Redacted]

For what reason: [Redacted]

How much: [Redacted]

How much awarded: [Redacted]

For ASC Use only: Professional Development Committee Recommendation: Approved $160 Funds

Executive Committee Disposition: $160 Funds awarded

Funds awarded: Yes  Amount: $160  Date funds transferred: [Redacted]

Refused - not permitted to attend.
THE WGBH FELLOWSHIPS presents

"From Vision to Voice: Telling Stories of Diverse Communities"
- a four day workshop to be held at WGBH Boston, October 1-4, 1992

Purpose: The changing demographics of the United States are being reflected in the diverse voices of public radio and television. This Fellowship will help producers sharpen the tools of their craft to express their own voices and those of their communities. The workshop will focus on the concepts and the practical techniques of story development which are requisite if a creative vision is to emerge on the air.

Description: "From Vision to Voice" is a four-day CPB-sponsored seminar designed to help mid-to senior-level public television and radio producers define and refine their personal storytelling styles so that they can bring their communities' visions and perspectives to the larger public. Participants will explore visual, aural, and written techniques of diverse cultural approaches to storytelling. Leading scholars and visual, audio and print artists will hold seminars, assign practical writing exercises, and be available for constructive criticism of personal work and other hands-on experiences.

The Fellowship will help producers:
- identify elements of compelling storytelling in terms of essence and techniques which go beyond the target community
- break away from cultural stereotypes
- convey personal cultural styles
- learn effective ways of gaining access and rapport in interviewing
- write clear, focused copy reflecting a viewpoint
- make storytelling choices which reflect a voice
- write a script appropriate to its content and its target audience
- discuss issues which are culturally sensitive or controversial

Faculty: Invited faculty include producers/speakers of diverse backgrounds from within and outside WGBH, such as:
- Bernice Johnson Reagon
- Orlando Bagwell and Judy Richardson, Producers, Eyes on the Prize
- Vertamae Grosvenor, Host of NPR's Horizons: Cast of Daughters of the Dust
- Cecilia Vaisman, NPR Producer, Vanishing Homelands
- Renee Tajima, Independent Filmmaker, Fortune Cookies
- Phil Lucas, Independent Producer, Images of Indians
- Dr. Robert O'Meally, Professor of American Studies, Barnard College of Columbia University
- Tim Knight & Cynthia Reyes, Canadian Broadcasting Corporation
- Peter Pennekamp, Vice-President for Cultural Programs, NPR
- Judi Moore Latta, Senior Producer at NPR and formerly with CBS-affiliate WUSA, will serve as workshop facilitator.

To Apply: Candidates should be mid-to senior-level station-based or independent producers with 4-10 years experience in public radio and/or television. Submit a letter of interest not to exceed 600 words indicating why you want to be a participant, a resume, and two letters of reference. There is no cost to participants except transportation and housing is provided. Applications are due at WGBH by August 14, 1992.

Submit materials to:
Liz Wilson, Director
WGBH Fellowships
114 Western Avenue
Boston, MA 02134
Tel. 617-492-2777 x3467
(ask for Sharon O'Neill)
Guidelines for Processing Professional Development Grants
Approved by ASC Executive Committee 1992

1. The chair of the ASC Professional Development Committee will send out the application and guidelines when requested by administrative staff.

2. Upon receipt of application, the chair shall verify length of employment with Personnel Services.

3. The application will be presented to the entire Professional Development Committee in a timely fashion.

4. The Professional Development Committee will evaluate the request according to the criteria and make a decision.

5. If the decision is not to fund, the chair will send a memo to the applicant.

6. If the decision is to fund a portion or all of the grant, the chair will contact the chair-elect of ASC to discuss the recommendation and gain final approval.

7. The chair will inform the applicant by memo (or by phone and confirming memo if necessary).
Administrative Staff Council recognizes the importance of professional development/growth for each administrative staff member at BGSU. In support of staff who wish to pursue opportunities for professional development, grant funds are available on an annual basis.

General Guidelines

Administrative staff who have been employed full time at BGSU for at least three years may apply for funding support. Support may be requested for attendance at seminars, workshops, institutes, etc., which allow a staff member to gain a system-wide view of higher education in general, perspectives on issues directly relevant to one's current position or to explore new areas of interest that would enhance one's present/future contributions as an employee at BGSU. Consideration will not be given to events which are routinely attended such as annual professional association conferences. An indication of financial support from the staff member's supervisor is encouraged.

Specific Guidelines

Administrative staff members may obtain an application form from the Chair of the Administrative Staff Professional Development Committee. Requests for support for the following will be given consideration:

1. attendance at workshops, seminars, conferences
2. participation in formal courses of study sponsored by a professional organization or educational institution
3. proposals for opportunities which will allow participants to develop administrative innovations to increase the staff member's ability to better serve the university community
4. sponsoring workshops, conferences, meetings or other educational experiences for administrative staff on campus

Funding cannot be provided for:

1. projects which contribute directly to the earning of a degree
2. conferences already attended
3. national, regional, state or local conferences or meetings which would routinely be attended and would typically be financially supported by the staff member's supervisor
4. off-campus opportunities where alternative activities/training are available on campus
5. meals and lodging, unless included in the registration fee
6. payment of administrative staff salaries to provide release time

Applications are available from the chair of the Administrative Staff Professional Development Committee. A letter of support from the staff member's supervisor is encouraged and should be submitted with supporting information about the event/project to the committee chair. Please allow at least three weeks for processing. If approved, proof of expenditure up to the amount awarded must be submitted to the committee chair in order for reimbursement to be processed. Successful applicants are asked to present to the Professional Development Committee a written report of their experience within one month.
Administrative Staff Council Professional Development Grant Request

Name ___________________________ Area/Department ___________________________

Amount of Request __________________ Area/Org to be Credited _______________________

Date employed as Administrative staff member ________________

Statement of Purpose of Request:

Description of Event:

Is this an event your department normally funds? __________

Benefit to BGSU:

Is this the only source of request for funds? __________ If other, specify __________

Breakdown of Expenses:

Have you requested funds form ASC previously? __________

If so when? __________

For what reason? __________

How much? __________

How much awarded? __________

For ASC Use only:

Professional Development Committee Recommendation __________________________

Executive Committee Disposition: __________________________

Funds awarded __________ Amount __________ Date funds transferred __________
Professional Development Diversity Endorsement

The Professional Development Committee recommends that Administrative Staff Council endorses diversity education for BGSU staff. It is furthermore recommended that ASC lends full support for programs coordinated by Personnel Services and Affirmative Action office.
MEMORANDUM

TO: Marshall Rose  
Affirmative Action

FROM: John C. Moore  
Executive Director

DATE: 1/20/93

RE: Diversity Training

At your meeting with the Classified Staff Council you mentioned the fact that you thought it was necessary to put on more diversity workshops. I totally agree. I would like to meet with you, Rob and Barbara, since each of you are certified to put these workshops on, to set up a schedule that meets with your approval, to have a series of two hour workshops over the next three to four months.

It may also be helpful if we could sit down with Ann Bowers to let her know that we have three people in place and would be willing to give an overview to the Administrative Staff Executive Committee for the purpose of getting another constituent group to agree that diversity workshops are not only necessary but very helpful.

I was very impressed with the questions and the concerns voiced by the Executive Committee of Classified Staff, there seems to be a genuine interest in trying to make Bowling Green State University an environment that we can all live and work and a place where students want to go.

JCM:mmb

xc: Barbara Waddell  
Rob Cunningham  
Roger Denneril  
Ann Bowers  
Chris Stock  
Bob Martin
March 25, 1993

MEMORANDUM

TO:        Bob Martin
            Vice-President for Operations

FROM:      Ann Bowers, Chair
            Greg Jordan, Chair-elect
            Administrative Staff Council

RE:        1993-94 Budget Request for Operating and Professional Development

At the suggestion of Chris Dalton, we are pleased to submit to you for your consideration the following two recommendations for budget authorization for next year's Administrative Staff Council operating and professional development fund:

1. The operating budget should be authorized back to the funding level of the 91-92 fiscal year. That original budget was $1,581.00. Having received both a 5% and 12% reduction it has been increasingly difficult to conduct the basic business of ASC due to such inadequate funding. ASC and its officers have reduced expenditures in order to keep within the reduced budget but it has been at the expense of the departments in which the officers work. ASC as a recognized governance body should be allocated enough funds to conduct its business. Restoring funding to a previously authorized level would enhance ASC's ability to meet the needs of the constituents we serve.

2. The funds allocated to the ASC Professional Development fund have been distributed to administrative staff members in support of special needs through the Professional Development Committee. Applications have increased this past year and the funds have been depleted. The Professional Development Committee has wisely allocated these funds in support of professional development activities which will directly benefit the university as well as the staff member. For example, we provided substantial support for Rob Cunningham to attend a national Learning Disability Conference. We recommend that $5,000 be once again allocated to this fund so that support for the development of administrative staff and the entire university community continues.

If you are in need of additional support information, please let us know. We would be glad to supply it in a timely manner. Thank you for your consideration in this important matter.

Copy: Chris Dalton
Administrative Staff Council
Professional Development Grant Guidelines

Professional development grant funds are to be used for the professional growth of full-time administrative staff members who have been at BGSU for 3 years. Administrative staff members may apply for institutes, seminars, workshops etc. which allow the administrative staff member to gain a system wide view of the institution and/or develop an interest in his/her 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 and 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 educational experiences for administrative staff on the BG campus.
5. The successful applicant will 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 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 application (available from Professional Development Committee chair), letter of recommendation and supporting material about the event to Chair, ASC Professional Development Committee. Allow at least 3 weeks for processing.
Here are some examples of institutes:

* 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 and University Business Offices
Administrative Staff Council Professional Development Grant Request

Name ___________________________ Area/Department ______________________________

Amount of Request _______________ Area/Org to be Credited __________________________

Statement of Purpose of Request: __________________________________________________

Description of Event: _____________________________________________________________

Is this an event your department normally funds? ____________________________

Benefit to BGSU: _____________________________________________________________________________

Is this the only source of request for funds? ______ If other specify _______________________________________________________________________

Breakdown of Expenses: _____________________________________________________________________________

Have you requested funds form ASC previously? ______

If so when? _____________________________________________________________________________

For what reason? _____________________________________________________________________________

How much? _____________________________________________________________________________

How much awarded? _____________________________________________________________________________

For ASC Use only:

Professional Development Committee Recommendation ________________________________

Executive Committee Disposition: _____________________________________________________________________________

Funds awarded ______ Amount ______ Date funds transferred ______
A.S.C. GRANT REQUEST

Statement of Purpose

Grants are designed to enhance the administrators professional development. Funding will be provided for developmental activities which will increase the administrative capabilities of staff members. The full guidelines are attached with this request.

Name ________________________________ Area/Department ______________________

Amount of Request ____________________ Budget to be Credited ____________________

Statement of Purpose of Request:

Description of Event:

Benefit to BGSU:

Is this the only source of request for funds? ______ If other specify ____________________

Breakdown of Expenses:

Have you requested funds from ASC previously? ______

If so when? ______

For what reason? ________________________________________________________________

How much? ______

How much awarded? ______
Appendix

Here are some examples of institutes:

* 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 and University Business Offices
Leaner times and increased responsibilities have magnified the need to equip administrative staff to more effectively meet position requirements. Professional development of staff has become an increasingly important vehicle to insure continued growth to meet personal and institutional demands. There are numerous examples of administrative staff professional accomplishments.

- Melissa Firestone was the first administrative staff person selected to teach in the exchange program with University.
- Melissa Bandy traveled to Russia to establish collaborative efforts in the hospitality management program.
- Keith Instone in Computer Science is going to Amsterdam to present a paper he authored at an important international computer conference.

All of these events were in part made possible through the granting of professional development funds from Administrative Staff Council (ASC). To receive these funds an administrative staff member must write submit a short written proposal which is considered by the ASC Professional Development Committee. Selections of recipients are based on need and overall benefit to the professional development of the person as well as benefit the university. Funds awarded are usually partial funding such as airfare or a registration fee.

Funds, however, are limited. There have been cases where the committee has awarded partial funds to someone who has not been able to raise other funds and therefore, has not been able to attend an event. Some applicants have received matching funds from vice-presidential or other areas in the university which has made the difference between attending and not attending an event.

Most applicants have expressed a desire to apply for matching funds from various areas in the university, but are not sure where to apply. The Professional Development Committee would like to compile a list of potential resources for administrative staff. We understand that any request is contingent on funds available. We are not trying to get commitments of funds, just persons and areas where administrative staff members might apply for funds for professional development activities. We will compile the list and distribute it when we receive requests for professional development funds.

We would greatly appreciate it if you could fill out the enclosed survey and return it to Pat Green by. Thank you for your consideration.
Are you willing to have your area listed as a resource for potential funds for professional development of administrative staff?

If so, would the availability of funds

be limited to staff in your area?

be available for staff from other areas?
<table>
<thead>
<tr>
<th>Times</th>
<th>Topics</th>
<th>Previous Programs</th>
<th>Presenters</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 to 5</td>
<td>Effective Leadership Strategies</td>
<td></td>
<td>Faculty from Technology Education or local employers using these concepts</td>
<td></td>
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<tr>
<td>Noon</td>
<td>Presenter, teleconference or video on Total Quality Management</td>
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<td>After 5</td>
<td>Employees as Internal Customers</td>
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<td></td>
<td>Participative Management</td>
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<td>Group Rewards</td>
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<tr>
<td>early am</td>
<td>Business writing was excellent</td>
<td></td>
<td>Craig Vickio does a good stress reduction talk</td>
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<tr>
<td>mornings</td>
<td>Stress in the work environment</td>
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<td></td>
<td>Difficult co-workers</td>
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<td></td>
<td>How to approach bosses and coworkers concerning difficult matters</td>
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<tr>
<td>noon</td>
<td>Balancing work and personal life</td>
<td></td>
<td>Jim McFillen or someone else from management</td>
<td></td>
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<tr>
<td></td>
<td>Coping with new responsibilities and relationships after budget cuts</td>
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<td>Re prioritizing Goals</td>
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<tr>
<td>Early am or late pm</td>
<td>Working Under Stress</td>
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<tr>
<td>11-12</td>
<td>Protecting Administrative Staff Jobs</td>
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<tr>
<td>1:30-2:30</td>
<td>Organizational Renewal</td>
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</tbody>
</table>

Comments:

- I believe this is an excellent idea for the year because administrative staff is going to get caught between faculty collective bargaining and classified staff unionization.
<table>
<thead>
<tr>
<th>Times</th>
<th>Topics</th>
<th>Previous Programs</th>
<th>Presenters</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>lunch</td>
<td>In Pursuit of Excellence</td>
<td></td>
<td>Dave Stanford or a speaker he knows</td>
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<td></td>
<td>Humor</td>
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<td></td>
<td>How to Keep your Head When Others Around You are Losing Theirs (are negative)</td>
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<td>Choose Positive</td>
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<td>does not matter</td>
<td>sexual harassment or any gender issue</td>
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<td></td>
<td>Pay Inequity</td>
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<td>7:30-8:30</td>
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<td>4:00-5:00</td>
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<td>Lunch or MWF pm.</td>
<td>Increasing Workloads: Ways to Compensate for No increase in Pay</td>
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<td>Decreasing Work Forces</td>
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<td>Collective Bargaining at BGSU: Implications for Administrative Staff</td>
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<td>How to Deal with Potential Dangers</td>
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<td>flexible, but not first in morning</td>
<td>Improving Productivity</td>
<td></td>
<td>Sue Crawford</td>
<td>Info session on collective bargaining- what will it mean for the way the university functions</td>
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<tr>
<td></td>
<td>Being a Good Supervisor</td>
<td></td>
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<tr>
<td>Early morning</td>
<td>Dealing With Stress</td>
<td></td>
<td>John Moore</td>
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<tr>
<td>Late afternoon</td>
<td>Interpersonal Skills Development</td>
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<tr>
<td>noon</td>
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<td></td>
<td>How to Help Each Other Remain Upbeat</td>
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<tr>
<td>(9am-11am)</td>
<td>Total Quality Management Techniques</td>
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<td>2:30-4:30</td>
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<tr>
<td>Times</td>
<td>Topics</td>
<td>Previous Programs</td>
<td>Presenters</td>
<td>Comments</td>
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<tr>
<td>10-noon</td>
<td>Working Smarter</td>
<td>John Piper - Motivation/Choices</td>
<td>Ron Partin - Stress</td>
<td>Representatives from research services</td>
</tr>
<tr>
<td>11-1</td>
<td>Goal Setting</td>
<td>John More's Morale/Self Incentives'</td>
<td>Morris Weinberger Stress</td>
<td>Representatives from Continuing Ed</td>
</tr>
<tr>
<td>noon-1</td>
<td>Stress Reduction</td>
<td></td>
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<tr>
<td>Anytime but Tuesday mornings</td>
<td>How services and products developed on university time for university purposes can be legally marketed by the employee off work hours.</td>
<td></td>
<td>Representatives from research services</td>
<td></td>
</tr>
<tr>
<td>8 am or lunch</td>
<td>Introduction to Total Quality Management</td>
<td></td>
<td>John Sinn (after the election)</td>
<td>Representatives from Continuing Ed</td>
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<tr>
<td>morning</td>
<td>How to Negotiate</td>
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<tr>
<td>afternoons</td>
<td>How to Increase Morale without Money</td>
<td>John Piper</td>
<td>Ron Partin</td>
<td>Julie Lengfelda (SP)</td>
</tr>
<tr>
<td></td>
<td>Office Ergonomics (proposer lighting, chair heights, keyboard heights and best use of break periods)</td>
<td></td>
<td></td>
<td>Dr. Dave Hyslop is attempting to locate a speaker through a professional association which is concerned with occupational health and safety issues</td>
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<tr>
<td>3-5</td>
<td>How to motivate workers</td>
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<tr>
<td>mornings</td>
<td>How to be an effective boss</td>
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<td>Professional etiquette</td>
<td>motivation</td>
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<td></td>
<td>Management</td>
<td>stress</td>
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<tr>
<td>Times</td>
<td>Topics</td>
<td>Previous Programs</td>
<td>Presenters</td>
<td>Comments</td>
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<tr>
<td>8-9:30</td>
<td>How to Deal with difficult/negative coworkers</td>
<td>R.K. Tucker,</td>
<td></td>
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<tr>
<td>1-2:30</td>
<td>time management - especially since many offices have reduced staff</td>
<td>Ruth Olscamp</td>
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<td>varies week to week</td>
<td>Improving morale</td>
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<tr>
<td>noon or early am (8)</td>
<td>working smarter</td>
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<tr>
<td>later afternoon</td>
<td>manager-employee relations</td>
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<tr>
<td>lunch</td>
<td>stress</td>
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<tr>
<td>any</td>
<td>Dealing with the stress of too much work</td>
<td>Someone from Counseling Center on stress management</td>
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<tr>
<td>TWR 8-9:15</td>
<td>Employee input in acquisition of equipment (computers) versus people oriented use of scarce funds</td>
<td>Time management</td>
<td>any of the area vice-presidents assistant and associate vice presidents, directors and (where applicable) deans/assistant deans</td>
<td>Get someone from Continuing Ed to look into specially designed courses (for credit or no credit) that specifically might help the professional advancement of a significant group within the administrative staff (after establishing the need, interest areas) Such courses to be offered in the evening, staffed by (overpaid) major administrators and offered at no charge or a low, token charge.</td>
</tr>
<tr>
<td>MTW after 5</td>
<td>Repair and upkeep of crumbling infrastructure (buildings etc.) versus CUFS, HRS and other money wasting schemes</td>
<td>Getting along with peers and superiors</td>
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<tr>
<td>Lunch</td>
<td>Presentation of services available by various campus service offices</td>
<td>Presentation of services available by various campus service offices</td>
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<tr>
<td>Lunch</td>
<td>Wellness - taking care of yourself physically, socially, emotionally as well as being concerned about environment and cultural sensitivity and diversity</td>
<td>Motivation - John Piper, Dr. Tucker Diversity</td>
<td>Scott Shepard - Toledo</td>
<td>Get University WELLNET committee involved in this project - or at least support their ideas for motivating and improving morale</td>
</tr>
<tr>
<td>Times</td>
<td>Topics</td>
<td>Previous Programs</td>
<td>Presenters</td>
<td>Comments</td>
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<tr>
<td>lunch or end of day</td>
<td>Empowering the people we supervise to speak and act assertively/as a team member</td>
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<td></td>
<td>Some of us need help in being assertive ourselves, so a multi-step approach may be needed for some</td>
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<tr>
<td>lunch</td>
<td>stress management</td>
<td>stress management</td>
<td>Scott Shepherd - Toledo</td>
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<td>Flower Hospital - good speaker on stress</td>
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<td>unsure if he would speak for free</td>
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<tr>
<td>noon</td>
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<td>8am</td>
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<td>4pm</td>
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<tr>
<td>Just after work</td>
<td>Meetings in different areas to see how they work</td>
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<td>Ways to save/invest with limited income</td>
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<tr>
<td>lunch</td>
<td>Total Quality Management in higher Education</td>
<td>1/2 day time</td>
<td>I'm interested in the report in DGSU</td>
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<td>management seminar</td>
<td>management seminar</td>
<td>institutional image. (An external consulting</td>
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<td></td>
<td></td>
<td></td>
<td>group conducted this research)</td>
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<tr>
<td>Lunch MTWF</td>
<td>Motivating Staff in today's climate</td>
<td></td>
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<tr>
<td>over lunch if need longer than 1 hour hold in connection with lunch i.e. 11-1, 12-2</td>
<td>How to assist staff to focus on work and on positive rather than the negative</td>
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<td>How to develop incentives, &quot;relief&quot; activities to assist staff</td>
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<td></td>
<td></td>
<td></td>
<td>Good luck!</td>
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<td>Times</td>
<td>Topics</td>
<td>Presenters</td>
<td>Comments</td>
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<tr>
<td>Lunch or late</td>
<td>Time management</td>
<td>Ron Partin</td>
<td>I'd like to hear John More's input on salary and gender issues</td>
<td></td>
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<tr>
<td>afternoon</td>
<td>Building better relationships with supervisors, secretaries, co-workers</td>
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<td>Afternoons, excluding Monday</td>
<td>Morale</td>
<td></td>
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<td></td>
<td>How to achieve gender and salary equity at BGSU</td>
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<td></td>
<td>Dealing with difficult people</td>
<td>Ray Tucker</td>
<td>Ray Tucker did a presentation several years ago dealing with difficult people</td>
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<td></td>
<td>Being an effective supervisor</td>
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<tr>
<td>8am, 4pm</td>
<td>Openness, candor and frankness</td>
<td>John Moore</td>
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<td></td>
<td>&quot;intellectually honest&quot; environment</td>
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<tr>
<td>Lunch - 11:30-1:30</td>
<td>Motivating staff in tough times</td>
<td>Dr. Ethel Wilcox - UT Communications prof</td>
<td>Keep up the good work</td>
<td></td>
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<tr>
<td>Lunch</td>
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<tr>
<td>midmorning,</td>
<td>Team building</td>
<td>Sue Crawford</td>
<td>Attempts to address morale problems are appreciated; however, programs of this nature seem to treat symptoms and not the causes of the morale problems. Only if these programs are implemented in concert with attempts by top management to make positive changes can the morale problems be cured. Staff at lower levels are feeling like victims of the changes rather than part of the changes. There is little or no trust in top management. These problems must all be addressed. Thanks for soliciting comments.</td>
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<tr>
<td>lunchtime</td>
<td>Providing Constructive Feedback</td>
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<tr>
<td>noon</td>
<td>Motivating employees</td>
<td></td>
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<td></td>
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<tr>
<td>Times</td>
<td>Topics</td>
<td>ASC Survey Results</td>
<td>Presenters</td>
<td>Comments</td>
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<tr>
<td>noon, late in day</td>
<td>Group dynamics&lt;br&gt;Dealing with difficult people&lt;br&gt;Self-Esteem and peak performance</td>
<td>Previous Programs</td>
<td>John Piper&lt;br&gt;Jeanne Wright</td>
<td></td>
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<tr>
<td>early afternoon</td>
<td>Doing more with less&lt;br&gt;Understanding budgets and how they are made - open forum&lt;br&gt;Institutional priorities</td>
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<tr>
<td>no specific time</td>
<td>all wellness topics including time/stress management, motivation, and emotional/physical/spiritual well-being&lt;br&gt;Communication&lt;br&gt;Leadership&lt;br&gt;Humor</td>
<td></td>
<td></td>
<td>WELLNET the BGSU wellness network, comprised of various campus wellness representatives, also has as its focus improving morale and work environment. The committee is currently working on a proposal for a campus community day. This event would be comprised of workshops, activities and social interchange programmed around a wellness model. The WELLNET committee strongly supports your efforts. If possible we'd like to dovetail on the same issues. I've enclosed a copy of the proposal and would like to talk to you about.</td>
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<td>3-5</td>
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<td>Thanks</td>
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</table>
WELLNET Proposal: Campus Community Day

WELLNET is a committee that addresses wellness related concerns and has as its mission:

*Increasing the university communities' awareness of the wellness concept; and, achieving an integration of the wellness concept into all areas of the campus.*

Members of the WELLNET Committee firmly believe that this mission statement is congruent with the principles of the collective lives of the members of the university community.

The recent budgetary constraints caused by a faltering economy have had a debilitating and divisive effect on the members of this campus community. In response to this condition that impairs the potential for excellence, the WELLNET Committee presents a proposal aimed to help build a more supportive and constructive work setting and to improve the personal wellbeing of employees at all levels within the community.

The WELLNET Committee proposes that a Campus Community Day be planned as follows: on a given day a time frame be established, i.e. 9am-9pm, during which all members of the university workforce could interface. Classified staff, faculty, administrative staff and student employees could select to participate in planned enrichment activities as their schedule would permit. The Campus Community Day would be comprised of workshops, activities and social interchange programmed around a wellness model incorporating: social, occupational, spiritual, physical, intellectual, emotional, diversity and environmental dimensions.

Before proceeding with this proposal, the WELLNET Committee solicits approval to begin planning a Campus Community Day.

The Professional Development Committee recommends that Administrative Staff Council endorse the WELLNET proposal for Campus Community Day and that a representative from the Professional Development Committee serve on the WELLNET committee to aid in the development of the day.
(REVISED DRAFT)
July 11, 1994

BGSU / EMU / UT
PROFESSIONAL DEVELOPMENT INSTITUTE

INTRODUCTION

This packet has been prepared to introduce a new collaborative program established between Bowling Green State University (BGSU), Eastern Michigan University (EMU), and the University of Toledo (UT).

It is a professional development program designed specifically for upper middle managers and senior level professionals within these three institutions. Contained in this packet are the mission, goals, proposed curriculum, selection criteria, expected costs, time lines and historical perspectives. Additional documents (application materials, selection matrices etc.) will be forthcoming.

HISTORY

On April 11, 1994 senior administrators from the Human Resources / Personnel Departments, the Affirmative Action Offices, the Continuing Education Offices, and the Training Offices of the three institutions came together to discuss the possible creation of a new program designed to encourage the development and retention of professional staff and mid/entry level managers.

The meeting was initiated by John Moore, Executive Director of Personnel Services at Bowling Green. The concept was to roughly model a program after a 1989 venture called MIDWEST 2000: Project Leadership that had been created by six midwestern institutions. Susanne Crawford, Dean of Continuing Education at BGSU, described the earlier project for the group and was hopeful that it could be recreated and modified to meet the needs of the three schools for this project.

By the end of the first meeting, it was agreed that the need existed and warranted proceeding with further development of what was by then called the "PROFESSIONAL DEVELOPMENT INSTITUTE" (PDI).

A second meeting was held in May and produced the following mission statement and goals. Discussions on curriculum, resources, timeline and costs followed. Further refinement took place on June 30 when the group met for the third time and began to firm up the earlier brainstorming ideas.

The following pages are the product of the meetings to date.
MISSION

The mission of this program is "to enhance skills in our professional staff that will enable our respective universities to fill future senior management positions, with special emphasis on women and minorities".

GOALS

The goals of the program are listed, but not restricted, to the following:

1. to prepare the Universities' administrative / professional staff for increased management responsibilities.
2. to prepare staff to handle their current positions with more comfort and confidence.
3. to prepare individuals for change, within the higher education systems, and the external environment which affects these systems globally.
4. to prepare these individuals to think "systems wide".
5. to increase the numbers of minorities and women to be considered for upper management positions.

CURRICULUM

The proposed curriculum will include, but not be restricted to, the areas outlined below.

I. THE INTELLECTUAL MISSION / Organizational Strategies

* Higher Education Sectors (Public State / Regional, Private, Community Colleges)
* The Role and Future of "the University" as we know it (system wide, specific to each of the three)
* Systems of University Governance and Finance (the changing patterns of governance, planning, performance)
* The Intellectual Mission: Undergraduate / Graduate Education
II. SYSTEMS and SERVICE

* University Budgeting - "macro and micro"
* Financial Processes - Accounting, Auditing, Analysis, Payroll/Benefits, Investments, Liabilities, Risk Management and Legal Affairs
* Internal: Information Technology, Plant Maintenance, Contracted Services, Purchasing, Public Relations, Human Resources Utilization
* External / Outreach: Local, State, Federal relations
* Organizational Change and Development (communication processes for change)
* The Service Mission: staff and faculty (dealing with union and non-union environments)

III. TEACHING / RESEARCH

* The Education Mission: faculty culture, decision making, management issues
* The Changing Nature of the Mission

IV. SKILL / PROFESSIONAL ENHANCEMENT

* Effective Leadership / Management Practices (managerial decision making)
* Business Ethics / Conflicts of Interest
* Managing Human Resources: negotiation, motivation, empowerment, problem solving
* Communications: networking, customer service
* Managing the Multicultural Workforce
* Career Tracking
STRUCTURE

The institute will be run by a "steering committee" made up of the same individuals who developed the program. This committee will provide guidance and direction to the initial project and act on policy and curriculum issues. Each institution will be expected to have a "screening committee" to select the ten participants for the program using criteria established by the steering committee.

The "class" will be made up of thirty individuals - ten selected from each institution. This number is firm as it represents the best size to ensure optimal learning of classroom theory and application in the university setting.

It is expected that each of the three groups will be meeting regularly within their own institution as well as meeting as an entire class on a quarterly basis rotating among the three campuses.

The class meetings will consist of three days of concentrated learning activities including evening sessions and assignments. The on-campus activities will be an extension of these sessions as the teams work to address a problem / project assignments.

TIME LINES

Applications and supporting documentation for the PDI will be due by January 6, 1995. Application reviews and interviews on each campus are to be completed by the third week in January with the selection by the end of the month.

The program will begin with the first class session to be held at EMU's Corporate Education Center in mid-February 1995. Thereafter, the small groups will meet on a regular basis as established by their home institution. The following class meetings will take place first at the University of Toledo in July 1995, and then at EGSU in November 1995. The schedule will repeat itself in 1996.

COSTS

Estimated costs per institution will be $21,000 for the two years. This money will pay for the opening reception, 15 - 18 days of formal training, travel and overnight expenses, speaker and resource costs, all printed materials, steering committee expenses, and graduation ceremonies and reception.

On campus meetings are expected to be covered by each institution based on the schedule established and degree of work assigned.
SELECTION CRITERIA

To be considered for acceptance into this program, the applicant must:

1. currently hold an entry / middle management position or senior level professional position at one of the institutions. NOTE: Faculty members are not eligible.

2. have a minimum of 3 years of employment service with their respective institution.

3. have a minimum of a Bachelor's degree or equivalent combination of education and experience.

4. be prepared to make a two year personal / financial commitment to the program (this will include evenings, weekends, and travel).

5. be self-nominated or nominated by a member of senior administration at the home institution.

6. ensure all application materials reflect accurate and up-to-date information about their current and past work history; references must be from those who can evaluate the applicant's work abilities.

7. have received no less that "good" or "acceptable" performance ratings during the most recent evaluation period at their institution.

8. complete a personal interview with a screening committee on their own campus.

A limit of ten participants will be selected for the initial class from each institution. Special emphasis will be given for the inclusion of women and minorities.

NOTE: if an individual finds they must withdraw from the institute for personal or professional reasons, the steering committee will review the situation on a case-by-case basis to decide if any pay-back of monies spent will be necessary. A determination of any future participation in the program will also be made at that time.

CREDIT UPON COMPLETION

Upon completion of the entire two year institute and full participation in the on campus activities associated with the program, the class members will receive formal certificates recognizing their successful participation.
For the Staff Development Programs

---------- COMMENTS from Rich Peper ----------
Forwarded for your review. It would be nice to have ASC work towards helping professionals obtaining an improvement leave that would in the long run help the University.

*************** SEPTEMBER 7, 1994 ************
Date: Wed, 7 Sep 1994 07:52:36 -0600
Errors-To: ltagawa@udnvr.denver.colorado.edu
Reply-To: cupa-compsig@carbon.denver.colorado.edu
Originator: cupa-compsig@carbon.denver.colorado.edu
Sender: cupa-compsig@carbon.denver.colorado.edu
Precedence: bulk
From: "Maxine Tubbs (34nihpe@CMUVM)"@carbon.denver.colorado.edu
(34nihpe@CMUVM)
To: Multiple recipients of list <cupa-compsig@carbon.denver.colorado.edu>
Subject: Staff Development Programs
X-Listprocessor-Version: 6.0c - ListProcessor by Anastasios Kotsilonas
X-Comment: Personnel Services

> Director/Staff Personnel Services
> Central Michigan University
> At Central Michigan University we allow administrative-professional staff up to one year of educational leave. It can be fully paid for 6 months or a full year at half pay. There are certain parameters and approvals. Employees must be at least half time and employed for at least 5 years. They must commit to one year of employment post leave. Criteria include: potential value to CMU, employee's performance in positions within the University, potential to contribute to CMU after completion of requested education, and impact on department operations. All benefits are retained during the leave. Leaves must be approved by Vice President.
>
> Mail: 114 Rowe Hall, Mt.Pleasant, MI 48859
> Phone: (517) 774-3271
> FAX: (517) 774-3256
>
>
Rich Peper, 4:18 PM 9/7/94 ...Re: Staff Development Programs

Date: Wed, 7 Sep 1994 16:18:12 -0400
Mime-Version: 1.0
To: pgreen@bgnet.bgsu.edu
From: rpeper@bgnet.bgsu.edu (Rich Peper)
Subject: Re: Staff Development Programs

********** COMMENTS from Rich Peper **********
Forwarded for your review. It would be nice to have ASC work towards helping professionals obtaining an improvement leave that would in the long-run help the University.

*************** SEPTEMBER 7, 1994 ***************
>Date: Wed, 7 Sep 1994 07:53:57 -0600
>Errors-To: ttagawa@udnr.dner.col;rado.edu
>Reply-To: cupa-compsig@carbon.denver.colorado.edu
>Originator. cupa-compsig@carbon.denver.colorado.edu
>Sender: cupa-compsig@carbon.denver.colorado.edu
>Precedence: bulk
>From: "Lynn Olson, Human Resources" <LOLSON@vax.clarh.edu>
>To: Multiple recipients of list <cupa-compsig@carbon.denver.colorado.edu>
>Subject: Re: Staff Development Programs
>X-Listprocessor-Version: 6.0; – ListProcessor by Anastasios Kotsifonas
>X-Comment: Personnel Services
>
>In response to question about paid sabbaticals for non-faculty:
>
>At Clark University we have an Administrative Leave policy which allows for a paid leave up to 3 months for folks who have been in an administrative position for 6 or more years. This is not an automatic leave, but must be applied for and approved, and the purpose of the leave must be for either professional/skills development, or the completion of a specific project.
>
>Although we implemented this policy in early 1992, only 2 folks have applied for and been granted the leave.
>
> Lynn Olson, Dir. of HR/AA
> Clark University
> Worcester, MA
> lolson@vax.clarh.edu

>
October 11, 1994

John Moore, Executive Director
Personnel Services
Bowling Green State University
Bowling Green, OH 43403

Dear John:

The EGSU Administrative Staff Council Professional Development Committee enthusiastically endorses the proposal for the Professional Development Institute which will be implemented in 1995. This innovative collaborative endeavor with Eastern Michigan University and the University of Toledo, along with Bowling Green State University, will enhance leadership opportunities for Administrative Staff. This exciting opportunity promises to be an encouraging beginning to further staff development offerings in the future.

The suggested goals and proposed curriculum will not only enhance the current positions of selected staff but will also provide necessary training for future employment opportunities. The emphasis on global management strategies and effective leadership practices is commendable.

The EGSU Administrative Staff Council Professional Development Committee is committed to assisting your committee with the promotion and implementation of the upcoming Professional Development Institute. Thank you again for the opportunity to explore unique leadership opportunities aimed at Administrative Staff with a special emphasis on women and minorities.

Sincerely,

Pat Green, Chair
Administrative Staff Council

Jeanne Wright, Chair
Administrative Staff Professional Development Committee
October 21, 1994

Memorandum

To: Paul J. Olsamp, President

From: Jeanne Wright ASC Professional Development Chair

RE: Endorsement of Professional Development Institute

Thank you for the opportunity of participating in the BGSU open house and for your kind recognition letter. The applications for the Professional Development Institute under the auspices of John Moore, Executive Director of Personnel, will be distributed next week. Since this the first collaborative institute with Eastern Michigan University, University of Toledo, and Bowling Green State University, we would like to send a flyer with supportive comments from top level administration.

If convenient, would you compose a few sentences of support for this endeavor, actively encouraging Administrative Staff to apply for this unique professional development opportunity? Your comments will be emphasized on the promotional flyer which will be distributed to administrative staff. Thank you for your consideration.
Administrative Staff Council Professional Development
Agenda
October 21, 1994

I. Welcome

II. Update on Professional Development Institute
   A. clarifications from John Moore, letter of support
      1. Exec Council approval
   B. efforts to obtain maximum applications

III. ACS Goals for Professional Development
   A. Seek to establish professional development funds to
      allow for staff participation in professional development
      opportunities.
         1. methods for procurement of funding
            a. provision of funding in past years
            b. provisions for future funding
         2. criteria for distribution of funding
   B. Examine staff development leave potential and develop
      recommendations/criteria for paid professional leave
      for administrative staff.
         1. review criteria of other universities

IV. Collaboration for Professional Development Activities
   A. Continuing Education, Wellnet, Personnel Services
      1. others?
   B. Review existing survey
   C. Determine topic, format and tentative date for program
      1. logistic members
   D. Review promotion avenues available to increase attendance
      2. promotion members

V. Dates of Future Meetings.....Friday Mornings
   A. November 18th at 8:30 am
   B. December 9th at 8:30 am
ASC Goals 1994-95

- Participate in the Mercer Group's job analysis and compensation study for administrative staff. PWC

- Seek ways to ensure consistent application of policies relating to the welfare of administrative staff across vice presidential and presidential lines, including annual performance evaluations, merit evaluations, salary adjustments, etc. Continue active participation in development of standard performance evaluation procedure for all administrative staff. PWC

- Continue participation in planning for a university-based day care center; pursue establishment of an advisory committee to assure quality programming and access for all university constituent groups. Pursue Firelands' needs for day care. Examine dependent/elder care (long range). PWC

- Pursue implementation of a clear policy and procedure for addressing wage issues: market adjustments, promotion, equity adjustments, gender inequities, etc. Distribute the approved procedures to all staff. PWC

- Secure an overall salary and benefit package that ranks BGSU's administrative staff in the number four position or higher statewide. Review and make recommendations on future distribution of salary pool with particular attention to how the merit is awarded i.e. dollar amount vs. percentage split. SALARY

- Address issues related to increased workloads, e.g., development of interim/acting appointment pay scales and the possibility of alternative means of compensation/recognition. PWC

- Work with Personnel on the issue of Administrative Staff fringe benefits with a view to equalizing some benefits among employee groups e.g., examine consistency of policy with regard to maternity leave, unpaid leave, family leave, benefits for couples when both are employed by the university. PWC

- Establish procedures within ASC for handling policy proposals within an appropriate time frame including those which require Administrative Council action; establish a mechanism for follow-up including determination when to drop a proposal. INTERNAL AFFAIRS/EXEC

- Expand communication links among administrative staff; explore potential for e-mail, interest groups, networks for staff members of similar expertise or interest; find ways by which administrative staff can help one another in the workplace; examine ways to improve representative/constituent contact including the way Council elections are held. INTERNAL AFFAIRS

- Seek to establish professional development funds to allow for staff participation in professional development opportunities. PROFESSIONAL DEVELOPMENT

- Examine staff development leave potential and develop recommendations/criteria for paid professional leave for administrative staff. PROFESSIONAL DEVELOPMENT

- Continue to raise funds to meet the goal of $35,000 or more for the scholarship corpus. SCHOLARSHIP

- Participate in presidential search process on behalf of administrative staff. EXEC

Approved ASC Executive Committee 9/27/94
Approved Administrative Staff Council 10/6/94
<table>
<thead>
<tr>
<th>Times</th>
<th>Topics</th>
<th>Previous Programs</th>
<th>Presenters</th>
<th>Comments</th>
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<tbody>
<tr>
<td>lunch</td>
<td>In Pursuit of Excellence</td>
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<td>Dave Stanford or a speaker he knows</td>
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<td></td>
<td>Humor</td>
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<td>(How to Keep your Head When Others Around You are Losing Theirs (are negative))</td>
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<td>Choose Positive</td>
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<td>does not matter</td>
<td>sexual harassment or any gender issue</td>
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<td>Pay Inequity</td>
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<td>7:30-8:30</td>
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<td>4:00-5:00</td>
<td>Lunch or MWF pm.</td>
<td>Increasing Workloads: Ways to Compensate for No Increase in Pay</td>
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<td>Decreasing Work Forces</td>
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<td>Collective Bargaining</td>
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<td>at BGCU: Implications</td>
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<td>for Administrative Staff</td>
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<td>How to Deal with Potential Dangers</td>
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<tr>
<td>flexible, but not first in morning</td>
<td>Improving Productivity</td>
<td></td>
<td>Sue Crawford</td>
<td>Info session on collective bargaining- what will it mean for the way the university functions</td>
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<tr>
<td>Early morning</td>
<td>Being a Good Supervisor</td>
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<tr>
<td>Late afternoon</td>
<td>Dealing With Stress</td>
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<td>noon</td>
<td>Interpersonal Skills Development</td>
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<td></td>
<td>How to Help Each Other Remain Upbeat</td>
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<tr>
<td>9:00-10:00</td>
<td>Total Quality Management Techniques</td>
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<td>2:30-4:30</td>
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### ASC Survey Results

<table>
<thead>
<tr>
<th>Times</th>
<th>Topics</th>
<th>Previous Programs</th>
<th>Presenters</th>
<th>Comments</th>
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<tr>
<td>1:30 to 5</td>
<td>Effective Leadership Strategies</td>
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<td></td>
<td>Creating/Sustaining Morale in Difficult Times</td>
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<tr>
<td>Noon After 5</td>
<td>Presenter, teleconference or video on Total Quality Management</td>
<td></td>
<td>Faculty from Technology Education or local employers using these concepts</td>
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<td></td>
<td>Employees as Internal Customers</td>
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<td>Participative Management</td>
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<td></td>
<td>Group Rewards</td>
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<tr>
<td>early am</td>
<td>Business writing was excellent</td>
<td></td>
<td>Craig Vickio does a good stress reduction talk</td>
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<td>mornings</td>
<td>Stress in the work environment</td>
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<td></td>
<td>Difficult co-workers</td>
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<td></td>
<td>How to approach bosses and coworkers concerning difficult matters</td>
<td></td>
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<tr>
<td>noon</td>
<td>Balancing work and personal life</td>
<td></td>
<td>Jim McFillen or someone else from management</td>
<td></td>
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<td></td>
<td>Coping with new responsibilities and relationships after budget cuts</td>
<td></td>
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<td></td>
<td>Reprioritizing Goals</td>
<td></td>
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<tr>
<td>Early am or late pm</td>
<td>Working Under Stress</td>
<td></td>
<td></td>
<td>Anything helpful or stimulating</td>
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<tr>
<td>11-12 1:30-2:30</td>
<td>Protecting Administrative Staff Jobs</td>
<td></td>
<td></td>
<td>I believe this is an excellent idea for the year because administrative staff is going to get caught between faculty collective bargaining and classified staff unionization</td>
</tr>
<tr>
<td>Times</td>
<td>Topics</td>
<td>Previous Programs</td>
<td>Presenters</td>
<td>Comments</td>
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<tr>
<td>Lunch or late</td>
<td>Time management</td>
<td></td>
<td>Ron Partin</td>
<td></td>
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<tr>
<td>afternoon</td>
<td>Building better relationships with supervisors, secretaries, co-workers</td>
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<tr>
<td>Afternoons,</td>
<td>Morale</td>
<td></td>
<td>I'd like to hear</td>
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<tr>
<td>excluding</td>
<td>How to achieve gender and salary equity at BGSU</td>
<td></td>
<td>John More's input</td>
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<td>Monday</td>
<td></td>
<td></td>
<td>on salary and</td>
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<td></td>
<td>Dealing with difficult people</td>
<td></td>
<td>gender issues</td>
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<td>after 1:30</td>
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<td></td>
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<tr>
<td></td>
<td>Being an effective supervisor</td>
<td></td>
<td>Ray Tucker did a</td>
<td></td>
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<tr>
<td>8am, 4pm</td>
<td>Openness, candor and frankness “intellectually honest” environment</td>
<td></td>
<td>presentation</td>
<td></td>
</tr>
<tr>
<td>Lunch - 11:30-1:30</td>
<td>Motivating staff in tough times</td>
<td></td>
<td>John Moore</td>
<td></td>
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<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td>Dr. Ethel Wilcox</td>
<td>Keep up the good work</td>
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<td></td>
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<td></td>
<td>- UT Communications prof</td>
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<tr>
<td>Midmorning,</td>
<td>Team building</td>
<td></td>
<td>Sue Crawford</td>
<td>Attempts to address morale problems are appreciated; however, programs of this nature seem to treat symptoms and not the causes of the</td>
</tr>
<tr>
<td>lunchtime</td>
<td>Providing Constructive Feedback</td>
<td></td>
<td></td>
<td>morale problems. Only if these programs are implemented in concert with attempts by top management to make positive changes can the</td>
</tr>
<tr>
<td></td>
<td>Humor in the Workplace</td>
<td></td>
<td></td>
<td>morale problems be cured. Staff at lower levels are feeling like victims of the changes rather than part of the changes. There is little or</td>
</tr>
<tr>
<td>noon</td>
<td>Motivating employees</td>
<td></td>
<td></td>
<td>no trust in top management. These problems must all be addressed. Thanks for soliciting comments.</td>
</tr>
<tr>
<td>Times</td>
<td>Topics</td>
<td>Previous Programs</td>
<td>Presenters</td>
<td>Comments</td>
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<tr>
<td>lunch or end of day</td>
<td>Empowering the people we supervise to speak and act assertively as a team member</td>
<td></td>
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<tr>
<td>lunch</td>
<td>stress management</td>
<td>stress management</td>
<td>Scott Shepherd - Toledo Flower Hospital - good speaker on stress - unsure if he would speak for free</td>
<td></td>
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<td>noon</td>
<td></td>
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<tr>
<td>8am</td>
<td>Just after work</td>
<td>Meetings in different areas to see how they work</td>
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<td>4pm</td>
<td></td>
<td>Ways to save/invest with limited income</td>
<td></td>
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<tr>
<td>lunch</td>
<td>Total Quality Management in higher Education</td>
<td>1/2 day time management seminar by Tucker was outstanding</td>
<td>I'm interested in the report in BCSU institutional image. (An external consulting group conducted this research)</td>
<td></td>
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<tr>
<td>Lunch MTWF</td>
<td>Motivating Staff in today's climate</td>
<td></td>
<td></td>
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<tr>
<td>over lunch if need longer than 1 hour hold in connection with lunch i.e. 11-1, 12-2</td>
<td>How to assist staff to focus on work and on positive rather than the negative</td>
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<td></td>
<td>Good luck!</td>
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<td></td>
<td></td>
<td>How to develop incentives, &quot;relief&quot; activities to assist staff</td>
<td></td>
<td></td>
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<td>Times</td>
<td>Topics</td>
<td>Presenters</td>
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<tr>
<td>noon, late in day</td>
<td>Group dynamics</td>
<td>John Piper</td>
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<td></td>
<td>Dealing with difficult people</td>
<td>Jeanne Wright</td>
<td></td>
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<td>early afternoon</td>
<td>Self-Esteem and peak performance</td>
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<td>no specific time</td>
<td>Doing more with less</td>
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<td></td>
<td>Understanding budgets and how they are made - open forum</td>
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<td>3-5</td>
<td>Institutional priorities</td>
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<td>all wellness topics including time/stress management, motivation, and emotional/physical/spiritual well-being</td>
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<td></td>
<td>Communication</td>
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<td></td>
<td>Leadership</td>
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<td></td>
<td>Humor</td>
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<td>WELLNET the BGSU wellness network, comprised of various campus wellness representatives, also has as its focus improving morale and work environment. The committee is currently working on a proposal for a campus community day. This event would be comprised of workshops, activities and social interchange programmed around a wellness model. The WELLNET committee strongly supports your efforts. If possible we'd like to dovetail on the same issues. I've enclosed a copy or the proposal and would like to talk to you about</td>
<td>Thanks</td>
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<td>Times</td>
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<tr>
<td>10-noon</td>
<td>Working Smarter</td>
<td>John Piper - Stress</td>
<td>Ron Partin</td>
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<tr>
<td>11-1</td>
<td>Goal Setting</td>
<td>John Mores's Stress</td>
<td>Morris Weinberger</td>
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<td>noon-1</td>
<td>Stress Reduction</td>
<td></td>
<td>Stress</td>
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<td>Anytime</td>
<td>How services and products developed on</td>
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<td>Representatives from</td>
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<td>but</td>
<td>university time for university purposes</td>
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<td>research services</td>
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<td>Tuesday</td>
<td>can be legally marketed by the employee</td>
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<td>Representatives from</td>
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<td>mornings</td>
<td>off work hours.</td>
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<td>Continuing Ed</td>
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<tr>
<td>8 am or</td>
<td>Introduction to Total Quality Management</td>
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<td>John Sinn (after the</td>
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<tr>
<td>lunch</td>
<td>How to Negotiate</td>
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<td>election)</td>
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<tr>
<td>morning</td>
<td>How to Increase Morale</td>
<td>John Piper</td>
<td>Ron Partin</td>
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<td></td>
<td>without Money</td>
<td></td>
<td>Julie Lengfelda (SP)</td>
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<td>afternoons</td>
<td>Office Ergonomics (proposer lighting,</td>
<td></td>
<td>Dr. Dave Hyslop is</td>
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<td>chair heights, keyboard heights and best</td>
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<td>attempting to locate</td>
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<td>use of break periods</td>
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<td>a speaker through</td>
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<td>a professional</td>
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<td>association which</td>
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<td>is concerned with</td>
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<td>occupational health</td>
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<td>and safety issues</td>
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<td>3-5</td>
<td>How to motivate workers</td>
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<td>mornings</td>
<td>How to be an effective boss</td>
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<td>Professional etiquette</td>
<td>motivation</td>
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<td>Management</td>
<td>stress</td>
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<td>Presenters</td>
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<tr>
<td>8-9:30</td>
<td>How to Deal with difficult/negative coworkers</td>
<td></td>
<td>R.K. Tucker,</td>
<td>Get someone from Continuing Ed to look into specially designed courses (for credit or no credit) that specifically might help the professional advancement of a significant group within the administrative staff (after establishing the need, interest areas) Such courses to be offered in the evening, staffed by (overpaid) major administrators and offered at no charge or a low, token charge.</td>
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<tr>
<td>1-2:30</td>
<td>time management - especially since many offices have reduced staff</td>
<td></td>
<td>Ruth Olscamp</td>
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<td>varies week to week</td>
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<td></td>
<td>Improving morale</td>
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<td>noon or early am (9)</td>
<td>working smarter</td>
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<td>how to plan time away so that work is not piled up on return</td>
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<td>later afternoon</td>
<td>manager-employee relations</td>
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<td>ergonomics</td>
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<td>lunch</td>
<td>stress</td>
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<td>change management</td>
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<td></td>
<td>any</td>
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<td>Dealing with the stress of too much work</td>
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<td>Someone from Counseling Center on stress management</td>
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<td>Celebrating our accomplishments</td>
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<tr>
<td>TWR 8-9:15</td>
<td>Employee input in acquisition of equipment (computers) versus people oriented use of scarce funds</td>
<td>Time management</td>
<td>any of the area vice-presidents, assistant and associate vice presidents, directors and (where applicable) deans/assistant deans</td>
<td></td>
</tr>
<tr>
<td>MTW after 5</td>
<td>Repair and upkeep of crumbling infrastructure (buildings etc.) versus CUPS, HRS and other money wasting schemes</td>
<td>Getting along with peers and superiors</td>
<td></td>
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<tr>
<td>Lunch</td>
<td>Wellness - taking care of yourself physically, socially, emotionally as well as being concerned about environment and cultural sensitivity and diversity</td>
<td>Presentation of services available by various campus service offices</td>
<td>Motivation - John Piper, Dr. Tucker</td>
<td>Get University WELLNET committee involved in this project - or at least support their ideas for motivating and improving morale</td>
</tr>
</tbody>
</table>
YOU'RE INVITED TO ENJOY A WINTER GALA LUNCHEON

WHEN? TUESDAY, FEB. 16th, 12 NOON-1PM

WHERE? 1st floor Library Conference Room

A $2.50 HEALTHY LUNCHEON BUFFET WILL BE SERVED AT NOON.

AT 12:30 PM, JANET WELCH, COORDINATOR OF LIBRARY USER EDUCATION WILL PRESENT A 30 min. PROGRAM on...

BG Links & CD ROMS: Gateways to Information of the Future

PRESENTED BY: THE BGSU ADMINISTRATIVE STAFF COUNCIL, PROFESSIONAL DEVELOPMENT COMMITTEE.
FOR MORE INFORMATION CALL JEANNE AT 372-8302 OR JOAN AT 372-9876.
MEMORANDUM

TO: Administrative Staff
FROM: Professional Development Institute Committee
        John C. Moore
        Suzanne Crawford
        Pat Patton
        Marshall Rose
DATE: October 24, 1994
RE: Professional Development Institute (PDI)

The Professional Development Institute is the result of a collaborative program established between Bowling Green State University, Eastern Michigan University and the University of Toledo. This professional development program was designed for managers and senior level professionals within these three institutions.

GOALS

The goals of the Professional Development Institute Program are listed, but not restricted to the following:

1. to prepare the Universities' administrative/professional staff for increased management responsibilities as related to students and the general administration of the University.

2. to prepare staff to handle their current positions with more comfort and confidence.

3. to prepare individuals for change, within the higher education systems, and the external environment which affects these systems globally.

4. to prepare these individuals to think "systems wide".

5. to increase the numbers of minorities and women to be considered for upper management positions.

TIME LINES

Applications and supporting documentation for the PDI will be due by December 2, 1994. Application reviews and interviews on each campus are to be completed with the selection of participants by January 6, 1995.

The program will begin with the first class session to be held at EMU'S Corporate Education Center in mid-February 1995. Thereafter, the small groups will meet on a regular basis as
established by their home institution. The following class meetings will take place first at the University of Toledo in July 1995, and then at BGSU in November 1995. The schedule will repeat itself in 1996.

SELECTION CRITERIA

To be considered for acceptance into this program, the applicant must:

1. currently hold a full-time management or administrative position/or senior level professional position at one of the institutions. NOTE: Faculty members are not eligible.

2. have a minimum of 3 years of employment service with their respective institution.

3. have a minimum of a Bachelor's degree or equivalent combination of education and experience.

4. be prepared to make a two year personal/financial commitment to the program (this will include evenings, weekends, and travel).

5. be self-nominated or nominated by a member of senior administration at the home institution.

6. ensure all application materials reflect accurate and up-to-date information about their current and past work history; references must be from those who can evaluate the applicant's work abilities.

7. have received no less than "good" or "acceptable" performance ratings during the most recent evaluation period at their institution.

8. complete a personal interview with a screening committee on their own campus.

A limit of ten participants will be selected for the initial class from each institution. Special emphasis will be given for the inclusion of women and minorities.

NOTE: If individuals find they must withdraw from the institute for personal or professional reasons, the steering committee will review the situation on a case-by-case basis to decide if any pay-back of monies spent will be necessary. A determination of any future participation in the program will also be made at that time.

Enclosed please find an application and if you have any questions, please contact one of the committee members listed at the beginning of this memo.

JCM:mmb
Enclosure
PROFESSIONAL DEVELOPMENT INSTITUTE
APPLICATION FORM

IMPORTANT: this application and reference letters must be submitted to the address on the second page by 5:00 p.m. December 2, 1994 for you to be considered an applicant to the Institute. You are also encouraged to submit a detailed resume highlighting your work and personal background as an addition to the application.

NOTE: The selected candidates for the initial institute will be notified by January 6, 1995.

PERSONAL DATA

NAME: __________________________ RACE: _______ SEX: ________________

CAMPUS ADDRESS: _____________________________________________________

PHONE: ______________________ FAX: _________________________________

INTERNET / E-Mail: _________________________________________________

HOME ADDRESS: _____________________________________________________

PHONE: ______________________ FAX: _________________________________

INTERNET / E-MAIL: _________________________________________________

HIGHEST EDUCATION LEVEL: _________ DEGREE EARNED: _________

INSTITUTION: _______________________ DATE: ________________

PROFESSIONAL DATA

CURRENT POSITION TITLE: ________________________________

CURRENT CLASSIFICATION: _________ FULL/PARTIME: ______________

DATE OF HIRE AT INSTITUTION: _________________________________

DATE OF HIRE IN CURRENT POSITION: ____________________________

NAME OF NOMINATOR (if other than self): __________________________

TITLE / PHONE: _________________________________________________

NOTE: Please submit three references from people who can comment on your professional experience and performance as an attachment to this application.
When answering the following questions - additional pages may be attached if desired.

1. PLEASE DESCRIBE YOUR REASONS FOR APPLYING FOR THE PROFESSIONAL DEVELOPMENT INSTITUTE.

2. WHAT DO YOU EXPECT TO GAIN FROM THIS OPPORTUNITY?

3. YOU WILL BE ASKED TO COMMIT PERSONAL AS WELL AS PROFESSIONAL TIME TO THE INSTITUTE OVER THE NEXT TWO YEARS...DO YOU KNOW OF ANYTHING THAT WOULD PREVENT YOU FROM FULLY PARTICIPATING IN ALL PHASES OF THE PROGRAM?

FOR CONSIDERATION PLEASE SUBMIT THIS MATERIAL TO:
John C. Moore
Personnel Services
100 College Park Building
<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>HIRE DATE</th>
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<tr>
<td>Lisa Chavers</td>
<td>Director of Project Search, Graduate College</td>
<td>July 1, 1983</td>
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<tr>
<td>Cynthia Crow</td>
<td>Project Coordinator, Philosophy</td>
<td>October, 1988</td>
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<tr>
<td>Pat Green</td>
<td>Administrative Director, Photochemical Sciences, Dept. of Chemistry</td>
<td>September, 1986</td>
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<tr>
<td>Barbara Keeley</td>
<td>Director of Program Advisement, Coordinator for Consortial Programs, Summer Dean, College of Health and Human Services</td>
<td>April, 1984</td>
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<tr>
<td>Inge Klopping</td>
<td>Assistant Dean for Information Services, College of Business Administration</td>
<td>August, 1987</td>
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<tr>
<td>JoAnn Kroll</td>
<td>Director, Career Planning &amp; Placement</td>
<td>April 2, 1984</td>
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<tr>
<td>Diane Regan</td>
<td>Executive Assistant to the Dean, College of Arts &amp; Sciences</td>
<td>August, 1982</td>
</tr>
<tr>
<td>Lori Schumacher</td>
<td>Coordinator, Payroll Accounting</td>
<td>July 15, 1974</td>
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<tr>
<td>Beverly Stearns</td>
<td>Assistant to the Dean, Libraries &amp; Learning Resources</td>
<td>January, 1984</td>
</tr>
<tr>
<td>Susan Young</td>
<td>Assistant Director, Cooperative Education</td>
<td>October, 1989</td>
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Don't miss this opportunity to apply!

"The Professional Development Institute follows some of the guidelines set forth in the Final Report of the Non-Academic Functions Committee, such as:

1. Increase collaboration with other institutions. One of the recommendations is "A mechanism for information and training should be established with other universities and colleges".

2. Professional Development. Another recommendation of the committee, "The Personnel Office should be supported in its efforts to develop career paths and development opportunities for staff and to make it easier for staff members to apply for internal positions. Opportunities such as Higher Education Institute, currently being planned should be institutionalized."

The collaboration of the three universities is a good idea, but more importantly, the Professional Development Institute which will allow employees to perform better in their current positions or to prepare them for a position they can realistically aspire to in the future, is one which I endorse."

Paul J. Olscamp
President

"There has been a long-standing need for professional development opportunities for the University's Administrative staff, and I am delighted that plans for the cooperative institute are now firm. I encourage administrative staff members to apply for the institute."

Eloise E. Clark
Vice President for Academic Affairs

"I have been a strong supporter of Professional Development for employees for many years. I am a firm believer that the only way to compete in today's rapidly moving technologies is through continuing professional education. I believe we have developed an opportunity for our employees which is unparalleled at BGSU. This joint cooperative effort between Eastern Michigan, University of Toledo and Bowling Green State University will provide an excellent opportunity for administrative staff members in their professional growth. I highly encourage everyone who has an interest in enhancing their personal skills and improving their employability to take advantage of this opportunity. Just a little time through a self nomination may pay off many times over in your future. Do not let this opportunity pass you by!"

Robert L. Martin, CPE
Vice President of Operations

"I encourage all staff to explore the possibilities to participate in this program. The opportunity to improve professional and personal skills is invaluable and will not only benefit the individual, but will certainly benefit the students whom we serve."

Ed Whipple,
Vice President for Student Affairs

For more information, contact John C. Moore, Executive Director of Personnel Services at 372-2259 or Jeanne Wright at 372-8302.
PDC Project - "Raise the Standards" - 8/28/95

ASC Professional Development Com
Kent Strickland, Chair
Pat Green, Paul Lopez, Bob Wa

Mission

Fulfill the PDC Role and Mission to aid and encourage the professional growth and development of administrative staff; and to study and recommend action with regard to continuing education and recognition of professional achievement.

"Administrative staff should maintain a commitment to their own professional development." - Administrative Staff Handbook, p.20.

Support the "Code of Standards and Responsibilities for Administrative Staff" found in the Administrative Staff Handbook, p.18. It states that "all members of the University community share the responsibility of sustaining the highest principles of professional behavior. Those persons appointed to administrative assignments have the responsibility of promoting a healthy climate for learning and professional growth and of asserting the leadership and support essential to enhancing the University's programs and services. Effective administration promotes an institutional reputation of academic and professional excellence as well as the sound management of institutional resources."

Goals

Strengthen the managerial foundation of administrative staff, to enable them to effectively develop and support a BGSU strategic plan. Establish an effective pilot program with a long term goal of developing a BGSU-sponsored managerial training program.

Develop a recognition system for those who undertake development opportunities.

Remind administrative staff of their professional responsibilities to BGSU as defined in the Administrative Staff Handbook, and revive interest.

So that PDC does not have to concern itself with the professional development required in specific areas, concentrate efforts on skills that would enable managers to facilitate the development of staff in their own areas.

Utilize as many existing resources as possible.
Deadline for pilot program: October 1, 1995

Planning

Develop Seminar Topics with Continuing Education

Develop a working relationship with Continuing Education. PDC needs to identify training needs and timing. PDC and ContEd can work together on promotion, bundling of seminars, and group/bundle discounts.

Develop strategic planning and implementation skills.

For those who manage tasks or things, develop project management skills.

Improve communication skills.

Encourage empowerment, teamwork and a sense of community.

Develop a broader University view among managers.

Develop a service orientation - whether toward the community, students, faculty, or other administrative departments.

[Underway - several courses already in place by Continuing Education, PDC needs to define other areas of interest, refinement of current seminars, and desired bundling of seminars; work with ContEd on group or bundle discounts.]

Approval


Get approval from John Moore - Deadline: September 1, 1995. This aggressive deadline is necessary to exploit the opportunity provided by seminars offered by Continuing Education in October and November.

[Complete - 8/25/95 by phone, assuming we keep Darlene Whipple and John Moore informed, and that we don't publicly undertake project until after Opening Day Convocation on 8/29/95]

Develop Promotional Campaign

Deadline - September 15, 1995. This is necessary to allow time for PDC to work with ContEd promotional department in developing an effective message, and to allow time for communication of the message in time to take advantage of Fall seminars.
Implementation

Training
ContEd has many instructional resources to draw on, and is already effective at arranging and publicizing seminars.

This form of training is necessary because of a lack of BGSU funding for this purpose, the lack of an established managerial training program at BGSU, and the need to quickly strengthen skills in support of the upcoming development of a BGSU strategic plan.

Suggested ContEd seminar bundle for Fall '95: Project Management, Supervisory/Management Development Program, Implementing and Maintaining Productivity Improvement Teams, Empowerment Coaching Workshop for Supervisors and Managers, Communication Skills: A key to Organizational Effectiveness.

Promotion
Theme - "Raise the Standards". The idea here is to combine individual responsibility with a University orientation.

Work with promotion department of Continuing Education to develop and communicate the message through targeted mailings and setup of WWW page. For mailings, need cover memo from PDC and literature from ContEd. Perhaps memo could be produced at ASC cost, ContEd information at their cost, need to determine who absorbs mailing costs if any.

Also utilize ASC meetings and ASC discussion list to communicate message. ASC meeting is September 6. Announce on discussion list on September 7.

Meeting is scheduled with Cliff Boutelle, Public Relations, on September 6. Seek to have message communicated through The Monitor and BGNews.

Recognition System
Through Continuing Education, a completion certificate can be issued after a seminar bundle has been completed (perhaps this could be called a "Professional Development Certificate"). PDC can send a notification letter to an employee's immediate supervisor, area vice president, and Personnel director. It might recommend merit pay and increasing responsibility, at the supervisor's discretion.

An article could be prepared for the Monitor and BGNews.

For employees who complete Professional Development Institute training or advanced degrees, the above could be done (perhaps with a "Professional Achievement Certificate"), along with a stronger
recommendation, and a press release from BGSU to the Sentinel Tribune and Toledo Blade.

Meeting is scheduled with Cliff Boutelle on Sept. 6 at 2:00 to discuss media promotions and press releases as part of recognition system.

Other ideas to pursue: Lunch with Sidney Ribeau? Separate pool of funds for professional development merit increases? Multiyear contract?

Control

Follow up with seminar participants within a few months after completion to find out if they were able to use any techniques that were taught, and to find out what other tools might be useful to them. Follow up after next contract is issued, and possibly a year after that, to see if the combination of training and PDC recommendation for merit or recognition resulted in any measurable success.

Make program adjustments, adjust theme as necessary.

Continue to work on Handbook phrasing, funding support, and so on, toward the development of a mandatory BGSU Managerial Training program.
Administrative Staff Council
Professional Development Committee

Report 9/4/97

The following members were in attendance:
Duane Whitmire, ASC Chair
Mike Failor, ASC rep
Judy Nemitz, at large rep
Dan Parratt, at large rep
Norma Stickler, at large rep

The PDC met on 9/2/97

After a message from Duane, our ASC Chair, the committee reviewed its charge for the year. We also reviewed some other ideas shared by Duane.

We then Brainstormed some ideas & thoughts on programs that would help us complete our charge. Each member of the committee accepted responsibility to follow-up on a program.

Under Recognition of Professional Achievement:
• We are reviewing ways to best promote 'University Best Practices'
• We are reviewing the idea of an idea for 'New Professionals and Mid Way career awards'. This will be discussed with the Awards committee.
• We are reviewing the idea of a 'Professional Connection' new staff mentoring program.
• We also discussed the idea of how to best inform supervisors and Human Resources of the participation by staff on committees, etc.

Under Continuing Education:
• We are going to have a discussion with Human Resources to review different opportunities to have Continuing Education Units as part of staff personnel files.
• We also discussed the idea of either bringing in a speaker from a management institute or investing in employees and sending them.

Under the area of Professional Leaves:
• We discussed review past reports of ASC in regard to leaves.
• We discussed the idea of staff exchanges.
• We discussed the idea of a staff side like the faculty improvement program

We will meet again on September 26, 1997. Anyone interested is welcome to attend.
ASC Professional Development Committee
Dawn Mays, Chair
Report 6/4/98

Charge: To aid and encourage the professional growth and development of administrative staff. It studies and recommends action with regard to professional leaves, continuing education and recognition of professional achievement.

The ASC Professional Development Committee began the year with five members (Mike Failor, an ASC Rep, Ron Knopf, an At-large volunteer, Judy Nemitz, an At-large volunteer, Dan Parratt, an At-large volunteer, and Norma Stickler, an At-large volunteer. After the resignation of Ron Knopf and Judy Nemitz, and the addition of Reva Walker, ASC Rep we concluded the year with four committee members.

After many brainstorming discussions we agreed to limit ourselves to the following activities for the year.

- Recognizing Best Practices
- Professional Connections
- Professional developments speakers & programs.

The Recognizing Best Practices program was intended to honor a person or program that exemplified excellence while providing the best service, knowledge, or opportunity for student faculty or staff. The goal was to have any administrative person be nominated for a service provided or any office that has initiated an outstanding program. If selected a description of the work the person or program was accomplishing would have been put into a booklet form to be distributed at the fall program. It was our belief that we needed to acknowledge and congratulate those who are doing well while continuing to reach our goal of being the premier learning community. After discussions with the Awards committee we decided to not pursue this program because it may have conflicted with the BG Best program from that committee.

The Professional Connections program is intended to assist new employees in adjusting to University employment and the Bowling Green community in a way that leads to positively motivated staff members who contribute to their department, the University, and their profession.

The professional development committee has solicited volunteers after having each volunteer fill out a questionnaire that allows for the best matching for each new person. Currently the ASC professional development chair is informed of a new hire by the chair of ASC. The long term goal was to have this information distributed by Human Resources during new employee orientation and then have Human Resources contact the
professional development chair if the new hire was interested in participating in the program. The new staff member fills out a questionnaire initially distributed by the professional development chair within two weeks of their hire date. If they indicate that they want to participate they will be contacted by the volunteer assigned by the ASC professional development chair. The role of the volunteer is not to replace the role of the supervisor but to explain the advantages and challenges of working at the University, formal and informal mechanisms for accomplishing work goals, to assist in the adjustment into the Bowling Green or NW Ohio community, and to serve as a support person. The depth and breadth of the relationship is determined by the needs of the new staff.

Attached is a list of new hires, volunteers, and any connections made during the spring semester.

The committee also looked into various professional development speakers and programs but did not locate or agree on anyone. Another major issue of discussion was the idea of sending administrative staff to an outside program but this did not come to fruition.

The committee currently has a budget of $4,000. Enclosed are copies of memos requesting the funding from Duane Whitmire, chair of ASC and from Dawn Mays, ASC professional development chair.

Initial meeting was held on 9/2/97 with subsequent meetings at least once per month. Although all of the items below were discussed at the initial meeting we were only able to address two with any depth during the 1997-1998 year.

Under Recognition of Professional Achievement:
• We are reviewing ways to best promote 'University Best Practices'
• We are reviewing the idea of an idea for 'New Professionals and Mid Way career awards'. This will be discussed with the Awards committee.
• We are reviewing the idea of a 'Professional Connection' new staff mentoring program.
• We also discussed the idea of how to best inform supervisors and Human Resources of the participation by staff on committees, etc.

Under Continuing Education:
• We are going to have a discussion with Human Resources to review different opportunities to have Continuing Education Units as part of staff personnel files.
• We also discussed the idea of either bringing in a speaker from a management institute or investing in employees and sending them. (training the trainers = investment in staff)
• Discussed the importance of encouraging staff to take classes while at the University.

Under the area of Professional Leaves:
• We discussed review past reports of ASC in regard to leaves.
• We discussed the idea of staff exchanges.
• We discussed the idea of a staff side like the faculty improvement program
**ASC Professional Development Program**

**This shows all of the people who signed up - the "**" marks who actually attended**

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MEMORANDUM

TO: Claudia Clark

FROM: Laura Emch

DATE: July 5, 2000

RE: 1999-2000 report for ASC's Professional Development Committee

Members of the Professional Development Committee for 1999-2000 were:

- Laura Emch
- Kay Gudehus
- Marilyn Braatz
- Amy Prigge
- Jane Schimpf

The committee completed three projects this year:

1. Professional Development Workshop
   - "Invest in Yourself" was a 1/2 day workshop presented on Wednesday, March 1, 2000. 114 people attended at least one of the 6 offered sessions.
   - The sessions were:
     - "Diffusing the Difficult Person", Michael Freeman
     - "Protecting Yourself from Litigation on the Job, Public Records Guidelines and E-Mail Etiquette", Nancy Footer
     - "Nurturing Peal: Performance-In Ourselves, Our Colleagues and Our Students", Ron Partin.
     - "Working with Others Who Are Not Like Me", Anne Saviers.
     - "Belonging to the Sandwich Generation-Coping and Caring for Aging Parents and Children", Steven Folks.

   Suggestions for consideration:
   - The workshop can be enhanced by offering the sessions again in the afternoon by adding more sessions and making this a full-day event, and/or by providing more time for some sessions to get more in-depth discussions.

2. Professional Connection

Eleven new administrative employees were matched with administrative staff mentors. Since mentor volunteers were low in number, some mentors had several new employees to work with.
Suggestions for consideration:
-To accommodate new administrative employees starting as of July 1 or later, this initiative needs to be ready to match employees to mentors before July 1 each year.
-Human Resources has recently established a 'New Employee Orientation' program. The ASC Professional Connection may have opportunities to work with this new program, and a review of this relationship is encouraged.
-The call for mentors/volunteers to work with the new administrative staff members should occur prior to July each year and be requested multiple times to assure enough mentors are available.

3. Professional Development Grant

-A total of $4000 was awarded this year. Recipients were limited to a maximum of $500.00 each. The recipients were:

   Naomi Lee, College of Technology
   James McArthur, Department of Design and Construction
   Claudia Clark, Counseling Center
   Lee Floro-Thompson, Instructional Media Services
   Janna Blais, Athletics
   Christine M. Harr, School of Family and Consumer Sciences
   Robin Weirauch, Center for Policy Analysis and Public Service
   Susan Bolanis, Arts Unlimited

Suggestions for consideration:
-Increase funding
INVEST IN YOURSELF

Spend a little time to improve the one constant of your life... YOU!

A Free Professional Development Program
Open to all BGSU faculty, staff and students

Thursday, April 26, 2001
8:30 am-12:00 pm, Olscamp Hall

Sponsored by
Administrative Staff Council
Bowling Green State University

- Believe stress by changing how you respond to it
- Achieve more successful interaction by improving your communication skills
- Promote harmony by cultivating your people skills.

8:30–10:15 am

Option 1
Rethinking How Stress Affects Your Overall Wellness
Call #12015
Lori Wilmarth-Dunn, PhD, Owner, LifePaths
Access your needs, analyze your perceptions of stress and identify your stress response. Learn what you can do about stress and how you can initiate change.

Option 3
Deciding and Communicating Effectively
Call #12016
Bonnie Fink, Lecturer/BA Coordinator, BGSU
Your ability to take charge of a situation, evaluate it and then communicate your decision is crucial to well-being and success. Examine strategies for effective decision-making and assertive communication.

Option 5
Bridging the Generation Gap at Work
Call #12017
Fae Augustine, Coordinator, Internal Training & Development, BGSU
Four generations work together in America every day. Differences in values, work habits and expectations are causing conflict. How do generations see each other? What motivates staff from another generation? How can I better manage and mentor the individuals who work for me?

10:30 am–noon

Option 2
Defining Personal Values, Your Guiding Force
Call #12018
Lori Wilmarth-Dunn, PhD, Owner, LifePaths
Values are an important part of who we are and what we do to ensure wellness. Discover your top seven long-term values and your top seven operational values. Begin to identify the values you are living every day and the values you are leaving out.

Option 4
Going Back to the Basics of Customer Service
Call #12019
Catherine Pran, Assistant to the Dean for College Relations, College of Business Administration, BGSU
Option 6
Communicating Cross-Culturally and Across Gender
Call #12020
Barbara Waddell, Director of University Initiatives
Beauna Shuford, Director of Multicultural Affairs, BGSU

Call 2.8181 today to invest in Yourself.
Register by number for one or two options.

Please mention Key Code 30750301 when you call

Enrollment is limited.
A popular government without popular information, or the means of acquiring it, is but a prologue to a farce or a tragedy, or perhaps both. Knowledge will forever govern ignorance, and a people who mean to be their own governors must arm themselves with the power which knowledge gives.

—9 Writings of James Madison 103
(G. Hunt ed. 1910)

Liberty cannot be preserved without a general knowledge among the people, who have a right...and a desire to know; but besides this, they have a right, an indisputable, divine right to that most dreaded and envied kind of knowledge. I mean of the characters and conduct of their rulers.

—A Dissertation on the Canon and Feudal Law
John Adams, (1765)
THE OHIO PUBLIC RECORDS ACT
OHIO REVISED CODE §149.43

The Ohio Public Records Act contains two general components:

1. A mandate that every public office maintain its records in accordance with properly approved retention schedules; and

2. A right of public inspection or copying with certain limited exceptions.
Public Record

All records kept by a public office, with a few narrowly defined exceptions set out in R.C. 149.43(A).

Record

Any document, device, or item, regardless of physical form or characteristic (e.g., paper documents, photocopies, maps, drawings, photographs, e-mail, computer disks, audio and video tape recordings); that is also

created by a public office, received by a public office, or coming under the jurisdiction of any public office; and

which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.
What is a "request?" Does it have to be in writing?

- A requestor can ask to inspect and receive copies of public information. R.C. 149.43 contains *no* requirement that the request be in writing.

- Any person may obtain any public record pursuant to R.C. 149.43 *without the necessity of stating a reason* for obtaining those records. Motive is irrelevant *even* if the information requested is to be used *for commercial purposes*.

- The Public Records Act does not generally require the public office to allow the requestor to make his own copies.
What is a “reasonable amount of time”? There may be a distinction between requests for copies and inspection.

- There is no hard and fast rule as to what is “reasonable”. The circumstances surrounding the request will be determinant.

- Records must be “promptly prepared” and made available for inspection “at all reasonable times during regular business hours.”
What does "at cost" mean?

- The fee should reflect the actual costs involved in making a copy. Labor costs for employee time is not an appropriate factor in calculating the cost of copies. The courts have been very clear on this point. Further, a public office may not charge a citizen for the ability to inspect records.

- BGSU currently charges 10¢ per page.
“CONFIDENTIALITY” AND THE EXCEPTIONS TO THE PUBLIC RECORDS ACT

The Exceptions Listed in R.C. 149.43.

Medical Records

- The information must pertain to the medical history, diagnosis, prognosis, or medical condition of a patient, and

- The information must have been generated and maintained in the process of medical treatment.

- This exception does not include birth, death, hospital admission, or hospital discharge records, so these must be disclosed.

- A medical professional’s report that is generated as part of the employment decision-making process, but not generated in the process of medical treatment, is not covered by the medical records exception. For example, a psychological report made as part of a hiring process is not a “medical record” for the purposes of this exception.
Trial Preparation Records

Must be specifically compiled in reasonable anticipation of, or in defense of a civil or criminal action or proceeding. To be a trial preparation record, the record must be:

(1) “specifically,” (2) “compiled,” and (3) “in anticipation of,” or “in defense of a civil or criminal action or proceeding.”

Trial preparation records include records that contain the independent thought processes and personal trial preparation of an attorney.
Confidential Law Enforcement Investigatory Records

A two-step analysis is required:

1. The information must pertain to a law enforcement matter of a criminal, quasi-criminal, civil, or administrative nature, and

2. the information must also create a high probability of disclosing information in one of five secondary categories:

(A) Information that would create a high probability of disclosing the identity of a suspect who has not been charged with the offense to which the record pertains.

(B) Information that creates a high probability of disclosing the identity of an information source or witness who has reasonably been promised that his identity will be kept confidential.

(C) Information that creates a high probability of endangering the life or physical safety of law enforcement personnel, crime victims, witnesses, or information sources.

(D) Information that creates a high probability of disclosing specific investigatory techniques and procedures.

(E) Information that creates a high probability of disclosing “specific investigatory work product.”
Donor Profiles

all records about donors or potential donors to a public institution of higher education except the names and reported addresses of the actual donors and the date, amount, and conditions of the actual donation.

Intellectual Property

a record, other than a financial or administrative record, that is produced or collected by or for faculty or staff of a state institution of higher learning in the conduct of or as a result of study or research on an educational, commercial, scientific, artistic, technical, or scholarly issue, regardless of whether the study or research was sponsored by the institution, alone or in conjunction with a governmental body or private concern and that has not been publicly released, published or patented.
Records the Release of Which is Prohibited by State or Federal Law

A Few Examples:

- Information that is subject to the attorney-client privilege

- Educational information maintained on students at public schools, colleges, and universities, and at similar private institutions receiving public funding, excluding certain student discipline records.

- Criminal history and other law enforcement information on the LEADS/CCH/NCIC computer criminal information system (i.e. "rap sheets")

- Trade secrets

- Social Security numbers
ENFORCEMENT

Penalties are provided in two situations:

1. For failure to allow inspection or failure to provide copies of public records, the person allegedly aggrieved may bring a mandamus action to obtain a judgment that orders compliance with R.C. 149.43(B) and that awards reasonable attorney fees to the person who instituted the action.

2. For improper removal, destruction, etc., of records, the person aggrieved may seek an injunction to prevent the removal or destruction of the records, plus attorney fees. The person may also file a civil action for forfeiture of $1,000 per document, plus attorney fees.
COMMON PUBLIC RECORDS QUESTIONS:

◆ Is a personnel file, including a supervisor's evaluation, a public record?

As a general rule, the contents of public employee personnel files are public records. Certainly, resumes on file with a public office are considered public records. However, public employee personnel files may contain personal information that is not a public record because it does not serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office. For example, public employee payroll records that indicate the amount and bank destination for a deduction to a public employee's Christmas club account would not be considered a public record.

◆ Is electronic mail a public record?

Requests for electronic mail are evaluated in the same manner as a request for any other record.

◆ Is VoiceMail a public record?

VoiceMail may be considered a public record since certain messages may fit within the definition of a "record".

◆ What is the difference between litigation discovery and public records?

Documents which may be protected by exceptions to the Public Records Act may not be similarly protected in litigation, e.g. personal notes.
Are promotion and tenure records public records? How about external or peer reviews?
Yes to both questions. Reviewers should be apprised that their evaluations are publicly available.

What about sexual harassment and other discrimination investigation files?
The answer depends on the nature of the record. Requests for these types of records must be evaluated on a case-by-case basis.

If private and public information are co-mingled, can I withhold the entire document?
If a given page includes both information which must be released and information which does not have to be released, the latter must be "redacted" and the remainder must be disclosed.

If the document doesn't exist in the format in which it was requested, do I have to create a new document?
No, you do not have to create a new document to satisfy a public records request.
If the information is not kept on paper, does it have to be released?

Information kept on computer disks or tapes, audio or video tape, microfilm, microfiche, or just about any other media imaginable is covered by the Public Records Act. If a public office kept track of things by writing on a wall, the wall itself could technically be a public record. The subsequent problem of making a copy of the wall would be a logistical, not a legal, issue.

If you don't need it, just pitch it!

Records must only be destroyed in accordance with properly approved record retention schedules. If no retention schedule addresses a given classification of records, the records cannot be destroyed until the schedule is appropriately amended.

What do I do if I receive a public records request?

If the request is not in writing, please reduce the substance of the request to writing and forward it to the Office of General Counsel through your supervisor as soon as possible.

If you have any questions, call the Office of General Counsel at 372-0464. Requests from the media should always be referred to Marketing & Communications at 372-2616.
THE OHIO PUBLIC RECORDS ACT
OHIO REVISED CODE §149.43

Ohio Sunshine Laws Update
(revised March 1998)

www.ag.state.oh.us
AG Publications
Public Affairs Publications

Records Retention
for Public Colleges and Universities in Ohio:
A Manual

developed by
The Inter-University Council of Ohio
Ohio Technical and Community College Association
Information Requirements Clearinghouse
MEMORANDUM

TO: Rebecca Ferguson
Assistant Provost
Human Resources

FROM: Laura Emch
Associate Director, Student Financial Aid
Chair, Professional Development Grant Committee

DATE: February 21, 2000

RE: Professional Development Grant

The Professional Development Committee met and awarded $1933.50 for the Professional Development Grant available through Administrative Staff Council. This group of awards should complete our process for this year's appropriation.

The recipients are:

Janna Blais, Athletics, $500.00
Christine M Haar, School of Family and Consumer Sciences, $500.00
Robin Weirauch, Center for Policy Analysis and Public Service, $433.20
Susan Bolanis, Arts Unlimited, $500.00

Please contact me if you have any questions. Your assistance is appreciated in transferring the funds.
This year, the Administrative Staff has received a limited budget to cover the cost of staff professional development. All administrative staff members are eligible to apply for these funds. Applications are reviewed and funding decisions are made by the Administrative Staff Professional Development committee. Applicants may request up to $500.00.

Training requests that meet the following criteria will be given a higher funding priority:

1. The training/conference/class must be associated with the overall mission and goals of Bowling Green State University.
2. Because of limited budget, training that affects the largest number of people will be given higher priority.
3. Researching other funding sources will enhance your request.

To apply for funds from the Administrative Staff Professional Development budget please contact me for a 'Fund Request' form. This form will include the following:

• Details of the training event desired to attend
• Costs of the training
• Funding amount from other sources
• Amount you are requesting
• Supervisor's approval and comments