

2000

## Awards and Special Recognitions Committee 1999-2001

Bowling Green State University - Administrative Staff Council

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## Pre-Microfilm Inventory

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Administrative Staff Council, UA-022

**Location:** Bowling Green, Ohio

**Title of Series:** Awards and Special Recognitions Committee

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**Format:**  Bound  Loose

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**Index:**  Included  Separate  None

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### *Notes*

1. Colored Paper
2. Pencil

Paul G. Lopez, 09:33 AM 8/11/1999, ASC Fall "get together"...

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Date: Wed, 11 Aug 1999 09:33:36 -0500  
Reply-To: lopez@wbgu.bgsu.edu (Paul G. Lopez)  
Sender: owner-asc@listproc.bgsu.edu  
From: lopez@wbgu.bgsu.edu (Paul G. Lopez)  
To: Administrative Staff Members <asc@listproc.bgsu.edu>  
Subject: ASC Fall "get together"...

X-Gateway: FirstClass Gateway for SMTP/NNTP (Mac68K) version 1.02  
X-MIMETrack: Itemize by SMTP Server on MAIL02/BEFVER/EGSU (Release 5.0.1|July 16, 1999) at  
08/11/99 10:25:05 AM,  
    Serialize by POP3 Server on MAIL04/BEFVER/EGSU (Release 5.0.1|July 16, 1999) at  
08/11/99 01:22:07 PM,  
    Serialize complete at 08/11/99 01:22:07 PM

Hey...

Put it on your calendar...9/30, 3p-5p, Mileti Alumni Center. We'll have a short program a little after 4pm, recognitions of ASC leadership service 1998-99, introducing our Scholarship recipients and presenting the 1999 Ferrari Award. Refreshments and some snackies also.

We've asked President Fibeau when he might be able to come and this is the date he said he would be able to attend...so he'll be there for you to share fellowship with also. Provost Dobb seemed to think she could be there too.

Paul

# EXTRA!!! The Times EXTRA!!!

## Spirit of BG Award

The Awards and Special Recognitions Committee of ASC wants to recognize Administrative Staff who are caught showing "The Spirit of BG" as defined by you.



Please tell us about this terrific person by filling out this form and sending it to Ellie McCreery, 219 University Hall. **YOU!**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**I NOTICED THE FOLLOWING ADMINISTRATIVE STAFF MEMBER DEMONSTRATING THE "SPIRIT OF BG":**

**Name:** \_\_\_\_\_

**Office:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_



**This is why: (Please explain in 5 lines or less)**

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**Name of Nominator:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Applications must be received by the last Friday of each month in order to be considered. Applications after this date will be held for the following month.



# Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

January 31, 2000

## MEMORANDUM

**TO:** BGSU Community  
**FROM:** ASC Awards & Special Recognitions Committee  
**SUBJECT:** Call for Nominations - B.G. Best Award

**About the Awards** - The ASC Awards & Special Recognitions Committee is now accepting nominations for the 2000 B.G. Best Awards. The award, in its third year, is in recognition of outstanding contributions to EGSU by administrative staff members.

**Basis of Eligibility** - Any current full-time or part-time administrative staff member is eligible for the award.

**Award Criteria** - The B.G. Best Award recognizes administrative staff members who have demonstrated one or more of the following criteria during the past year of service. In any one year, multiple awards may be given up to a maximum of 12 awards. While this award is designed to recognize individual staff members, team nominations will be considered if they consisted solely of administrative staff members.

- Implemented a new idea or program to benefit the EGSU learning community.
- Improved the quality of programs and/or services on the EGSU campus (Main or Firelands).
- Showed an outstanding commitment to EGSU by their voluntary involvement in campus/community activities.
- Provided excellent customer service to the EGSU community.
- Demonstrated exemplary commitment to the core values of EGSU.

**Nomination Procedures** - Complete the official nomination form and attach a one-page, typewritten narrative describing the nominee's achievements and contributions. Answer this question: What has your nominee done that distinguishes her/him in the selected criteria? Be specific as to the contributions that make her/him deserving of this award. The nomination form must be completed with all pertinent information about the nominee's qualifications for the award. Nominations will be accepted from current EGSU students, faculty, classified, and administrative staff members.

**Award Presentation** - The award(s) will be given annually at the Spring ASC reception. The award(s) will consist of a hand-painted ceramic "Falcon" replica named *B.G. Best*. Each recipient will also have the award recognition placed in their personnel file in Human Resources and a copy will be shared with their supervisor and area vice president.

If you need additional information or have questions, feel free to contact any member of the ASC Awards & Special Recognitions Committee: Colby Blair, Pat Booth, Tony Howard, Ellie McCreery, Lisa McHugh, Robin Veitch, Laura Waggoner, or Kevin Work.

**2000 B.G. Best Award**  
**OFFICIAL NOMINATION FORM**

I am pleased to nominate the following individual for the 2000 B.G. Best Award:

Nominee: \_\_\_\_\_

Position: \_\_\_\_\_

Department/Campus Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Area Vice President: \_\_\_\_\_

\*\*\*\*\*

Submitted by: \_\_\_\_\_

Position: \_\_\_\_\_

Department/Campus Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*\*\*

Please check the criterion on which your nomination is based:

- Implemented a new idea or program to benefit the BGSU learning community.
- Improved the quality of programs and/or services on the BGSU campus (Main or Firelands).
- Showed an outstanding commitment to BGSU by their voluntary involvement in campus/community activities.
- Provided excellent customer service to the BGSU community.
- Demonstrated exemplary commitment to the core values of BGSU.

Return this nomination form with attached one-page narrative to:  
**Kevin Work**  
**Instructional Media Services**  
**101D Education Building**

**Deadline for nominations: March 24, 2000**

**Awards and Special Recognitions Committee  
Administrative Staff Council**

**Annual Report  
June, 2000**

**Committee Members:** Laura L. Waggoner, Chair, Colby Blair, Pat Booth, Tony Howard, Ellie McCreery, Lisa McHugh, Robin Veitch, Kevin Work.

**Charge:** To develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The committee also coordinated the advertisement, selection and presentation of the awards and special recognitions including the annual B.G. Best Awards and the Ferrari Award. As part of this charge, we were to use "creative imaginings" to initiate numerous awards and special recognition avenues whereby administrative staff can be acknowledged for their contributions.

**Goals:**

1. Develop new awards to recognize Administrative Staff achievements
2. Develop and disseminate information to the media that recognizes outstanding performance by Administrative Staff either by individuals or groups.
3. Administer the B.G. Best Award process
4. Administer the Ferrari Award process
5. Move the Ferrari Award from the Union to its temporary space in the Jerome Library while the Student Union is being remodeled. Also work with Academic Affairs and Capital Planning on where the Ferrari Award should be displayed in the new Student Union.

**Criteria:** Recognition should be based on contributing to BGSU's Vision, Core Values, and Priorities.

**Committee Accomplishments for 1999-2000:**

- The committee continued the administration of the B.G. Best Award program for the third year. This program recognizes administrative staff members who have demonstrated one of more of the following criteria:
  1. Implemented a new idea or program to benefit the BGSU Community.
  2. Improved the quality of programs and/or services on the BGSU campuses.
  3. Showed an outstanding commitment to BGSU by their voluntary involvement in campus/community activities.
  4. Provided excellent customer service to the BGSU community.
  5. Demonstrated exemplary commitment to the core values of BGSU.

Eight staff members received the hand-painted ceramic "Falcon" replica named B.G. Best at the annual Spring ASC Reception on May 13. Administrative staff members receiving awards this year were: Dianne Abbott (Math Lab), Debra Freyman (Biology), Kay Gudehus (Admissions), David Hampshire (Instructional Media Services), Ute Lowery (Residence Life), Joe Martini (Bursar), Diane Pegan (Arts and Sciences), Barb Waddell (Affirmative Action).

The committee shared information about the award winners with Public Relations for dissemination to the media.

- The committee continued the administration of The Michael R. Ferrari Award. This program recognizes an administrative staff member who has exhibited exceptional performance and demonstrated a genuine sensitivity to others by showing an open, caring attitude and is attentive to the growth and development of the University. In addition, the nominee must have demonstrated at least one of the following attributes:

1. Innovation and Initiative
2. Performance
3. Relationship with University Community

Plans are underway to announce the 2000 winner at the Fall ASC Reception. The 1999 winner of the Ferrari Award was Cheryl Joyce, Assistant Director/Learning Services, WBGU-TV.

The committee shared information about the award winner with Public Relations for dissemination to the media.

- The committee used their "creative imaginings" to develop a new award to be administered monthly beginning Summer of 2000. The name of the new award is the "Spirit of BG" and will be administered to administrative staff who are caught showing "The Spirit of BG" as defined by the nominator. Applications will be available in different locations across campus as well as on the BGSU ASC Web Site. Currently the committee is working with Dr. Eileen Sullivan to work out the budget for this award.
- The committee was also charged with making arrangements for the Ferrari Award to be displayed in the new Union. It was the hope of the committee that the highest honor awarded to an Administrative Staff member could be displayed prominently in the new Union. However, in keeping with the technological theme of the renovated Union, we also wanted to be able to do something fresh and exciting with the Ferrari Award. Instead of hanging a plaque with the picture of the recent winner, the committee proposed using a Kiosk system to display the current winner as well as past recipients to Dr. Wanda Overland, Dean of Students/Assistant VPSA.

As of this date, the committee has not heard back from Dr. Overland concerning our proposal. A meeting has been set up with Dr. Overland for later this month to continue the discussions. The committee will need to continue to keep the lines of communication open with Dr. Overland as well as with the other constituent groups to see if they would be interested in joining forces.



ASC

Spirit of BG -

Flowers \$15x12 months = \$180

Advertisement ? 1400?

Paper & Tags \$300

Vases - Donated

Initial Mailing - Labels \$15

- Application \$225

Ferrari Award - \$4-5,000

Touch Screen - \$1500

Hardware - \$1500

Mac 7100 - donated by ITS?

Case Work to go around Kiosk \$1-2,000

design

# EXTRA!!! The Times EXTRA!!!



## Spirit of BG Award



The Awards and Special Recognitions Committees of ASC & CSC want to recognize monthly, BGSU Staff who are caught showing "The Spirit of BG" as defined by you. Please tell us about this terrific person by filling out this form and sending it to Kevin Work, 101D Education Bldg.

Four sets of horizontal lines for writing the nomination details.

### I NOTICED THE FOLLOWING BGSU STAFF MEMBER DEMONSTRATING THE "SPIRIT OF BG"

Name of Nominee: \_\_\_\_\_

If you know, please mark whether your nominee is:

Office: \_\_\_\_\_

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

Administrative \_\_\_\_\_

Campus Phone number: \_\_\_\_\_

Classified \_\_\_\_\_

Email Address: \_\_\_\_\_

This is why: (Please explain in 5 lines or less)

Five horizontal lines for explaining the reason for the nomination.

Name of Nominator: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Applications must be received by the last Friday of each month in order to be considered. Applications after this date will be held for the following month.

# THANKS!!

Univ Libraries & Learning Rsrc  
Mary E. Zachary

# **CALL FOR NOMINATIONS**

## **Michael R. Ferrari Award**

### **2001**

**SPONSORED BY: BGSU Administrative Staff Council**

**Awards & Special Recognitions Committee**

Colby Blair, Pat Booth, Kay Gudehus, Tony Howard, Ellie McCreery, Keith Pogan,  
Robin Veitch, Laura Waggoner, Kevin Work

**DEADLINE TO SUBMIT: Friday, May 18, 2001, no later than 5 p.m.**



# Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

April 5, 2000.

## MEMORANDUM

**TO:** BGSU Community  
**FROM:** ASC Awards & Special Recognitions Committee  
**SUBJECT:** Call for Nominations

This is the 1th year of the Michael R. Ferrari Award. The award, presented to a member of the Administrative Staff, was authorized by the Board of Trustees in 1982 to honor Dr. Ferrari, who served as interim president during 1981-82. The past recipients of the award have been:

1983	Suzanne Crawford, Affirmative Action
1984	Zola Buford, Registrar's Office
1985	Patrick Fitzgerald, WBGU-TV
1986	Gregory DeCrane, Student Activities and Orientation
1987	George Howick, Management Center
1988	Richard Conrad, University Computer Services
1989	Cindy Puffer, Student Health Center
1990	Jane Schimpf, Food Operations
1991	Dante Thurairatnam, Continuing Education
1992	Penny Nemitz, Firelands College
1993	Ann Bowers, Archival Collections
1994	Ken Schoeni, Athletics
1995	Norma Stickler, Academic Affairs
1996	Jill Carr, Office of Student Life
1997	Thomas Glick, Athletics
1998	John Hartung, Firelands College
1999	Cheryl Joyce, WBGU-TV
2000	Linda Swaisgood, Marketing and Communications

Recipients of the award receive an inscribed plaque, a cash award as well as a reserved parking space for one year. A plaque with the awardees photograph is also displayed in the University Library Lobby honoring the current recipient.

The first step in choosing this year's recipient is the solicitation of nominations. The selection criteria provided on the enclosure, outlines those factors that should be addressed in nominating individuals for the award. The nomination form is to be used, in conjunction with additional materials of support, for the purpose of placing names into nomination. The nominee must be a full-time member of the University's Administrative Staff. Members of the administrative staff, students, faculty, or classified staff may submit nominations. The selection of the award recipient will be made by a committee of administrative staff representing each of the Vice Presidential and Presidential areas. Selection will be made on the basis of the information supplied through the nomination process.

Award criteria and a nomination form are enclosed. Additional forms are available in the Human Resources Office, Faculty Senate Office, Library Circulation Desk, University Bookstore, and on the ASC website. *Please note that the prominence of the University position held by the nominee will not be considered in the nomination or selection process.* All nominations must be submitted to Tony Howard, Tucker Center for Telecommunications, no later than **5:00 p.m., Friday, May 18, 2001.**

# THE MICHAEL R. FERRARI AWARD

## Criteria

1. **ELIGIBILITY** - Any person who is a full-time member of the Administrative Staff, i.e., non-faculty contract employee, may be nominated. Nominee must have been an employee for at least one contract year and may not have received the award the previous year. Any nominations from previous years must be resubmitted.
  
2. **NOMINEES** - Must have exhibited exceptional performance and must have demonstrated a genuine sensitivity to others by showing an open, caring attitude and is attentive to the growth and development of the University. In addition, the nominee must demonstrate at least one of the following attributes:
  - A. **Innovation and Initiative** - demonstration of resourcefulness in the work place, including the formulation and implementation of creative new ideas. These ideas should have improved the work environment, saved time/or money and, in general, contributed to the better overall efficiency and effectiveness of the University.
  
  - B. **Performance** - “above and beyond” that required by the position, e.g., accepting special projects, additional responsibilities such as committee work, giving non-compensable time to effectively complete an assignment, service in professional organizations, or recognition brought to the University through the receipt of grants or through publications.
  
  - C. **Relationship with University Community** - The nominee must effectively interact with faculty, staff, or students in providing services that promote growth and harmony in their respective departments, areas, etc., as well as the campus. (This would not mandate service on University groups, committees, boards, etc.)

NOTE: The prominence of the University position held by the nominee should not be considered in the nomination process.



# THE MICHAEL R. FERRARI AWARD

## Nomination Form

Individual Nominated:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_

Nominator:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Administrative     Faculty     Classified     Student

**A letter of support and at least three (but no more than 5) additional letters of reference must accompany this nomination form.** The letter of support should describe how long and in what capacity you have known the nominee and, in accordance with the criteria, describe the nominee's qualifications for this award. Résumés are not necessary.

Please keep in mind that the **SELECTION OF THE AWARD RECIPIENT WILL BE MADE ON THE BASIS OF THE INFORMATION SUBMITTED.** The nomination form and all supporting materials must be received in the office listed below no later than **5:00 p.m., Friday, May 18, 2001.** Late submissions will not be considered.

*Tony Howard*  
*Tucker Center for Telecommunications*