

2001

## External Affairs Committee 1994-2001

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:** External Affairs Committee

**Inclusive Dates:** 1994-2001

**Format:**  Bound  Loose

**Order:**  Alpha  Chronological  Numerical

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### *Notes*

1. Colored Paper
2. Colored Ink
3. Photocopies
4. Post-It Notes
5. Highlighter

April 29, 1994

To: Greg Jordan  
Chair of ASC

From: Melissa Peper Firestone  
Chair of the Ad Hoc External Affairs Committee

Greg:

At our April 27 meeting, the members of the External Affairs Committee discussed our status as an ad hoc committee and whether we should become a permanent standing committee of ASC.

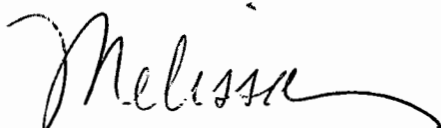
We all agreed that we had conducted some nice projects for ASC, i.e. a food pantry drive and donations of Easter baskets to a battered women's shelter. Our group does a lot of brainstorming, and often comes up with some interesting ideas, but most of them are impossible to do because of the lack of funding. With no budget, and little funds in the ASC treasury, we feel like a group that talks a lot but can take few actions.

It seemed to be the concensus of the committee that the couple projects that we do manage to do at little cost could be taken up by the Professional Development Committee. If the External Affairs Committee is disbanded, perhaps some of its members could join Professional Development to help coordinate these projects next year.

Our group has enjoyed working together and we always have a lot of fun at our meetings but we have found it difficult to do projects that involve more administrative staff than just our committee members. We would still like to do the food drive this spring and we have come up with some ideas for the University's open house to be held in September, but after that, we have no remaining agenda.

We'd be happy to discuss this issue further with you. If you or Pat Green would be interested in attending our next meeting, let me know.

Sincerely,

A handwritten signature in cursive script that reads "Melissa". The signature is written in black ink and has a long, sweeping underline that extends to the right.

# EXTERNAL AFFAIRS

Minutes, Feb. 10 meeting

Members Present: Bob McGeein, Joe Luthman, Cindy C Smith-Scott and Melissa Peper Firestone

Members Absent: Bonita Sanders and Jan Peterson

## Meeting Business:

The committee began by discussing the possibility of involving a local soup kitchen. Cindy Colvin reported that she had talked with Maxine Miller, who helps coordinate "Martha's Kitchen" at the First United Methodist Church. The kitchen provides food each Friday, starting with doughnuts at 2:30 p.m., followed by a dinner served at 4:30 p.m. Usually a student group called "Reach Out" helps but the program needs extra help during the summer and during times when the students are on break.

The committee discussed the possibility of helping in the summer but members said it would probably be difficult finding 10 volunteers for Friday afternoons when the University goes on summer hours.

Colvin said Miller had mentioned that a good project would be to provide toiletry kits for community services, such as The Link, Family Court, etc. Miller felt there was a great need for these kits to give to people who come through the services.

The committee talked about the best way to handle such a project. We thought it could be an activity that could get many people involved on campus if we worked it similar to a food drive. However, in this case, instead of food, we'd be gathering combs, brushes, toothbrushes and toothpaste, shampoo, razors, shaving cream, bars of soap and deodorant. It was determined that each ASC representative could be responsible for placing a box in their office to collect the items. The committee would do the advertising through an article in the *Monitor*, flyers, and messages on e-mail and voice mail, etc.

Once all the materials were collected, the committee would meet to put the packets together in ziplock bags.

It was proposed to conduct the drive sometime in early April. Melissa Peper Firestone said she would propose the project to ASC's Executive Committee and if given the okay, would plan the next meeting to discuss details.

The committee also discussed doing the same project it did last year where it donated Easter baskets to First Step, the home for battered women and their children. Everyone agreed it was a good project and fairly easy to do. Wal-Mart gave us the baskets and we put "Happy Spring" greetings on them from ASC (with credit to Wal-Mart) and Bob McGeein saw that they got delivered. McGeein said he would call the shelter and see if they would be interested in receiving baskets again this year. (He has since done so and the shelter said it would be happy to have 20 baskets). Firestone said she would contact K-Mart again to find out if they'd be willing to donate all or some of the baskets. If they can't provide all of the baskets, she will contact K-Mart and other area stores.

*Greg*  
*Please read this section about the project our committee would like to do & let me know yes or no ASAP. Thanks, J. Peper*

# EXTERNAL AFFAIRS COMMITTEE

Minutes, Feb. 10 meeting

Members Present: Bob McGeein, Joe Luthman, Cindy Colvin, Gail McRoberts, Monica Smith-Scott and Melissa Peper Firestone

Members Absent: Bonita Sanders and Jan Peterson

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The committee discussed the possibility of helping in the summer but members said it would probably be difficult finding 10 volunteers for Friday afternoons when the University goes on summer hours.

Colvin said Miller had mentioned that a good project would be to provide toiletry kits for community services, such as The Link, Family Court, etc. Miller felt there was a great need for these kits to give to people who come through the services.

The committee talked about the best way to handle such a project. We thought it could be an activity that could get many people involved on campus if we worked it similar to a food drive. However, in this case, instead of food, we'd be gathering combs, brushes, toothbrushes and toothpaste, shampoo, razors, shaving cream, bars of soap and deodorant. It was determined that each ASC representative could be responsible for placing a box in their office to collect the items. The committee would do the advertising through an article in the *Monitor*, flyers, and messages on e-mail and voice mail, etc.

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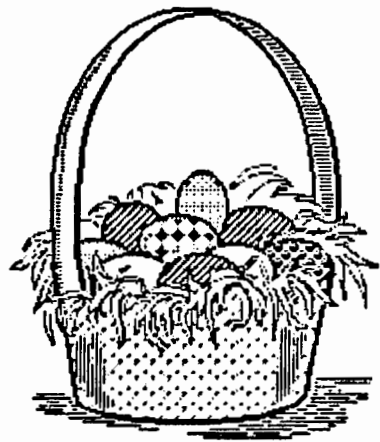
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# Happy Spring!

*From the  
Administrative Staff  
Council  
of BGSU*

*(Baskets courtesy of Wal-Mart)*



# EXTERNAL AFFAIRS COMMITTEE

Minutes, March 22 meeting

Members Present: Bonita Sanders, Jan Peterson, Cindy Colvin, and Melissa Peper Firestone

Members Absent: Bob McGeein, Joe Luthman, Monica Smith-Scott and Gail McRoberts

Guest: Marcia Latta

Meeting Business:

Marcia Latta, who in coordinating the University's open house planned for this fall, spoke to the committee and invited it to participate in the event. The open house will be held Saturday, Sept. 24 from 10 a.m.- 4 p.m. on campus and is open to the public. It's main purposes are to promote general goodwill and show what the University has to offer. Each college will showcase its programs.

Latta said it is up to the committee or ASC as to how we participate, but she thought it was a great opportunity for the group to be of service or welcome people. The event is being family-oriented. Committee members discussed having a lemonade booth on the oval in front of the union, or a booth to pass out balloons to kids. The topic will be discussed at our next meeting and it was suggested to open it up to the Executive Committee and ASC as a whole for ideas. The External Affairs Committee is willing to organize some project but would like ideas from other ASC representatives.

Firestone reported that Wal-Mart once again donated 20 Easter baskets to the committee for its First Step project. The committee delivers the baskets to First Step, a battered women's shelter, in Fostoria and the baskets are given to the children who come there with their mothers. (The shelter services women in the Bowling Green area). Tags were put on all the baskets saying "Happy Spring from the Administrative Staff Council of BGSU" along with a note crediting Wal-Mart with the donation. Bob McGeein helped deliver the baskets to the shelter.

The committee discussed the toiletry drive it had planned to do in April. Colvin reported that a Bowling Green elementary school was in the process of doing a toiletry drive and was asking people to donate the same types of items which were to be given to the same places targeted by the committee. After much discussion, it was decided not to duplicate the efforts at this time and to plan a similar drive perhaps early next fall.

The committee, however, does plan to hold its food drive in June and will begin to make plans for that campus-wide effort. Firestone said she would talk to Classified Staff Council representatives to see if they would like to co-sponsor it again this year.

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# FOOD

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# FOR

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# FAMILIES

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*Sponsored by Administrative Staff Council and Classified Staff Council*

Dear Greg:

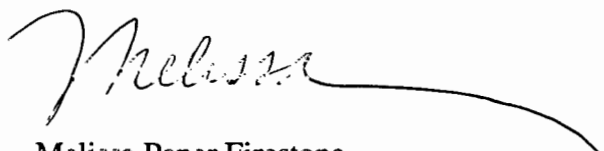
I just wanted to report to you the results of the food drive ASC and CSC sponsored June 23. We received a total of 920 food items from around campus. This is a pretty good first time effort, considering this is the time of year when many faculty are gone and many staff members are on vacation.

We had boxes in approximately 25 buildings and could expand this to more if we decide to sponsor future drives.

I admit that at times these projects seem just like more committee work. But when I saw how eager classified and administrative staff members were to help, it was encouraging. Both Meagon Shaffer and I received numerous phonecalls from people who thought the drive was a good idea at this time of year. But what really made me feel like it was worthwhile was when we delivered the items and I talked to the pantry's director, Becky Cheney. For those of us who are more fortunate, it's hard to comprehend the hardships others endure. She said she knows of some children whose only meal of the day is the one they receive at school and even then they are instructed to wrap half of it in a napkin to bring home and share with younger siblings. These families may not be great in number, but their existence shows the need for our help.

Thank you to all who placed a box in their building, who brought in a can or jar of food -- and most of all, for caring.

Sincerely,



Melissa Peper Firestone  
Chair of the External Affairs Committee, ASC



## ADMINISTRATIVE STAFF COUNCIL EXTERNAL AFFAIRS AD HOC COMMITTEE

This Ad Hoc Committee will report to the ASC Executive Committee. Its responsibilities include but are not limited to:

Develop ideas for and assist in organizing community involvement projects for administrative staff, e.g. Christmas assistance, Promote Bowling Green Committee, BG EFFECT, etc.

Develop ways to improve opening day activities for administrative staff.

Work on public relations with other groups on campus and off campus and with media.

Develop a survey of administrative staff regarding awards, community involvement, opening day, etc.

The membership of this committee is not limited to just Administrative Staff Council members; any administrative staff who is interested in serving should contact their ASC representative or Ann Bowers (372-2411).

## ADMINISTRATIVE STAFF INTERNAL AFFAIRS AD HOC COMMITTEE

This Ad Hoc Committee will report to the ASC Executive Committee. Its responsibilities include but are not limited to:

Develop an orientation program for new employees about ASC and for new ASC members; write brief history of ASC and make this a part of the orientation packet.

Study the awards for administrative staff, discuss potential of new awards and/or better recognition of awards presented.

Improve ASC meetings to personalize; reconfigure meeting set-up; revitalization of GASP.

The membership of this committee will be Administrative Staff Council members; any ASC member interested should contact Ann Bowers (372-2411).

July 28, 1994

Pat:

I'm sending you the folder I kept for the External Affairs Committee. It includes copies of the minutes to our meetings plus notes on contacts, etc. for the Easter Basket Donation Project and the Food Drive.

I just got back from delivering the boxes to the Bowling Green Food Pantry located on Pike St. We managed to collect a total of 1,004 items for the drive which I think is great. The people at the pantry seemed very grateful for our contribution. When I talked to the volunteer coordinator there the other day (Becky Cheney) she said the donation couldn't have come at a better time. Their stock has been particularly low this summer and they really needed more food. I think our efforts were truly worthwhile and I appreciate everyone who brought in cans and jars that day.

Special thanks should be given to the committee members (Cindy Colvin, Gail McRoberts, Joe Luthman, Monica Smith-Scott, Bonita Sanders, Bob McGeein and Jan Peterson) who helped call building representatives and distribute flyers. Also, special thanks should go to Classified Staff Council which participated in the event. Many of the council members served as building representatives and Meagon Shaffer helped handle phone calls. The council also helped pay for the flyers that went out. And a very special thanks to Gail McRoberts for helping to pick up half of the boxes -- it was a hot job and she was a very willing helper.

I wish the committee the best of luck in its future endeavors.

Sincerely,



Melissa Peper Firestone

## EXTERNAL AFFAIRS ACTIVITIES 1999-2000

ELACK SWAMP – posted message to Administrative Staff listproc asking for volunteers

FALL RECEPTION – helped with set-up & decorations, and found a volunteer to provide music (thanks to the Monitor)

BOWLING GREEN HOLIDAY PARADE – invited ASC Reps and constituents to participate in parade, collected candy donations, walked in the parade

### COORDINATED ADMINISTRATIVE STAFF SIGN-UP TO INTERVIEW THE PROVOST CANDIDATES

- - posted an e-mail to Administrative Staff listproc asking for volunteers
- compiled lists of staff who signed up for each interview
- sent reminders to staff who agreed to attend interviews including dates, times and places of interviews & suggestions for questions to ask the candidates

### BINGE DRINKING ISSUES

- forwarded message to Administrative Staff listproc asking for volunteers at the Big Playground event on Feb. 25.
- Scheduled Chris Hageman to make a presentation at an ASC meeting about binge drinking awareness education with student employees. She presented information and provided handouts that the reps distributed to their constituents.

### DANCE MARATHON

Spoke with staff from Dance Marathon regarding what types of assistance they could utilize. Posted an e-mail message to administrative staff regarding making monetary donations and listing specific jobs where there was a need for volunteers to assist during Dance Marathon.

### ATTENDING STUDENT EVENTS

Distributed a flyer to administrative staff to encourage them to support student events and highlighted 3:

- Sporting event: Women's Basketball game on Saturday, February 19
- Music event: Jazz Lab Band 1 on Thursday, April 6, at 8:00 p.m.
- Theater event: Romeo and Juliet matinee on Saturday, April 15.

SPRING RECEPTION – assisted with set-up and decorations

### COMMITTEE MEMBERS

Pam Phillips

Gina Parks until she left - then Jack Taylor took her place

Conrad McRoberts - an at-large member



# Bowling Green State University

Office of the President  
220 McFall Center  
Bowling Green, Ohio 43403-0010  
Phone: (419) 372-2211  
FAX: (419) 372-6050

October 19, 2000

## MEMORANDUM

TO: Leigh Chiarelott, Chair, Faculty Senate  
Steve Dietrich, President, Graduate Student Senate  
Thad Long, Administrative Staff Council  
Rebecca Nieto, President, Undergraduate Student Government  
Laurel Zawodny, President, Classified Staff Council

FROM: Deb Magrum *Deb*  
President's Office

RE: Sundae Social Reimbursement

I have not received the final charges for the Homecoming Ice Cream Sundae Social sponsored by the Constituent Group Caucus on Thursday, October 5. As reflected on the attached invoice, the total cost was \$450.85. Would you please reimbursement the President's Office Campus & Public Events budget (000/0013) for 1/5 of that total or \$90.17.

Again, thank you for sponsoring this very successful event, and I hope that you will agree to do this or some similar function next year.

xc: Wanda Overland, Student Life  
Mary Beth Zachary, Administrative Staff Council

*Mary Beth -  
I know you mentioned  
earlier that you did not  
have funds budgeted for this, but  
since we tried to keep costs at a  
minimum, I'm hoping ASC might  
be able to pick up some of the costs.*

*Deb*

**University Dining Services Catering Invoice**

Event: HOMECOMING--SUNDAES

Event Date: October 5, 2000

Ref. No. UDS0006888

Organization: Campus and Public Events

Phone: 419-372-8839

Contact: Ruby Bell/Deb Magrum

Fax: 000-000-0000

Address: University Relations, BGSU  
Bowling Green, Ohio  
Campus and Public Events

Dining Facility: HARSHMAN  
Income Number: 532 2541 0631  
Location of Event: Education Bldg.

Area/Org# 000 0013

Room: see notes

Soc.Sec/PIN#

Est. Count 1,000 Confirmed Count: 0

Federal ID#: nt

Confirmation Date: October 3, 2000

Payment: Department Charge

Time Group Will Arrive: 11:00AM

Time Service should be Set: 10:45AM

Pickup: yes

Time to be Serviced From: 11:00AM Until: 3:00PM

Delivery:

Quantity	Item	Price	Extention
23	Ice Cream--Homecoming (3 gl. tub)	15.95	366.85
9	Topping-strawberry/qt-Homecoming	3.00	27.00
14	Topping-choc./qt-Homecoming	3.00	42.00
1	5 oz. Foam Bowl--Homecoming	15.00	15.00

Total 450.85

Tax 0.00

**Grand Total 450.85****SPECIAL NOTES:**

This event is taking place on the steps of the Education Bldg.

**MENU**

Vanilla Ice Cream  
Chocolate & Strawberry Toppings  
1 cs. Foam Bowls (order#0525-62-734)

#12 Ice Cream Scoops

They are supplying Napkins &amp; Spoons.

They will pick up Ice Cream &amp; Supplies.

HARSHMAN TO HANDLE THIS EVENT.



# Bowling Green State University

Office of Campus Involvement  
204 South Hall  
Bowling Green, Ohio 43403  
(419) 372-2343  
FAX (419) 372-0455

July 2000

ASC  
Deb Magrum  
220 McFall  
Bowling Green Ohio 43403

*Thad.*

Dear Community Leader:

Bowling Green State University Homecoming Parade Committee would like to invite your organization to participate in the Homecoming 2000 parade. This year's theme is "90 Years of Falcon Pride." The parade will begin at 10:00 a.m. on Saturday October 7, 2000. The parade route is approximately 1.5 miles. Hopefully the parade will begin the march to victory against University of Akron! The football game will begin at 1:30 p.m. in the Falcon Stadium. Parade winners will be announced during the game.

There are several ways your group can participate: as a marching unit (group walking, baton twirling, dance/gymnastics short routines), a car unit (decorated, but all must have signs), a band unit or as a float unit. Your group also can choose to have your unit judged or you can participate just for fun. There will be an opportunity to enter your unit for competition. There will be judges that will evaluate the units and award trophies to the top marching unit, car unit, and float unit. Or you may choose to participate just for fun! Whatever you decide don't miss out! Join the BGSU Homecoming 2000 Parade today.

On Friday October 6, 2000, there will be a float building party in a parking lot on campus. There will be live music and food, and the event is open for everyone to enjoy. Should you enter a float in the parade, this will be your opportunity to create your float and meet some new students and community members, while the rest of the campus community supports you in the fun.

We are very excited about Homecoming 2000! We know that with your participation and support we can make this a fun and successful community event. If you have any questions, please call 372-2343.

