

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

**Inclusive Dates:** 1991-2000

**Format:**  Bound  Loose

**Order:**  Alpha  Chronological  Numerical

**Index:**  Included  Separate  None

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### *Notes*

1. Colored Paper
2. Colored Ink
3. Photocopies
4. Highlighter

ASC Professional Development Committee Goal

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.

10/91

Done



Bowling Green State University  
Bowling Green, Ohio 43403  
(419) 372-2033  
FAX: (419) 372-9809

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MEMORANDUM

October 14, 1991

To: Josh Kaplan, Chair, Administrative Staff Council

From: Pat Green, Chair, ASC Professional Development Committee *Pat*

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 it 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.



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

10/22/91

MEMORANDUM

TO: Robert Martin, Vice President  
Operations

FROM: Josh Kaplan, Chair, ASC *Josh Kaplan*

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.



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

RECEIVED  
FEB 14 1992  
V.P. FOR  
ACADEMIC AFFAIRS

✓  
✓

February 10, 1992

MEMORANDUM

TO: Eloise Clark  
Acting President

FROM: Josh Kaplan  
Chair, Administrative Staff Council

*Josh Kaplan*

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.

xc Robert Martin  
John Moore

Josh — 2/15  
Thanks for your  
memo. I am sure  
you will use the  
fund well - as you  
have in the past.  
TB



**Bowling Green State University**

6  
Department of Chemistry  
Bowling Green, Ohio 43403-0213  
(419) 372-2031  
FAX: (419) 372-9809  
Cable: BGSUOH

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





**Bowling Green State University**

Department of Chemistry  
Bowling Green, Ohio 43403-0213  
(419) 372-2031  
FAX: (419) 372-9809  
Cable: BGSUOH

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.



**Bowling Green State University**

Continuing Education and Summer Programs  
300 McFall Center  
Bowling Green, Ohio 43403-0200  
(419) 372-8181  
FAX (419) 372-8667  
Cable: BGSUOH

Pat Green  
Center for Photochemical Sciences  
Bowling Green State University  
Bowling Green, Ohio 43403

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,

*Edieann*  
Edieann Bischock-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 admimistrative capabilities of staff members. The full guidelines are attached with this request.

Name Edieann Eiesbrock-Didham Area/Department Continuing Education

Amount of Request \$392.00 Budget to be Credited 180/1600

Statement of Purpose of Request:

I will be presented with six national awards for graphic and marketing projects completed for EGSU 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 EGSU division meetings.

EGSU 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 EGSU 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	Total Est. Expenses \$1,147.00
Food costs Est. @ \$30 per day x 4	=	120	
Transportation (to/from airport)	=	30	Amount Requested \$ 392.00
Conference Registration fees	=	345	

Have you requested funds from ASC previously? No

If so when? \_\_\_\_\_

For what reason? \_\_\_\_\_

How much? \_\_\_\_\_

How much awarded? \_\_\_\_\_

*Request denied - has family contract*



**Bowling Green State University**

Continuing Education and Summer Programs  
 300 McFall Center  
 Bowling Green, Ohio 43402-0200  
 (419) 372-8181  
 FAX (419) 372-8667  
 Cable: BGSUOH

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*  
 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 800A  
 SEAT 6B

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

14 APR 92 - TUESDAY

AMERICAN 330 COACH CLASS  
 LV: SAN DIEGO 115P NONSTOP CONFIRMED  
 AR: CHICAGO/OHARE 710P  
 SEAT 10B  
 LUNCH

AMERICAN 4357 COACH CLASS  
 LV: CHICAGO/OHARE 815P NONSTOP CONFIRMED  
 AR: TOLEDO 1026P  
 SEAT 7B

\*\*\*\* IMPORTANT \*\*\*\*

THESE TICKETS ARE SUBJECT TO A 100 PERCENT CHANGE/CANCEL FEE. I AM AWARE OF THE PENALTIES AND CONDITIONS OF THIS TICKET.

TICKET NUMBER/S:  
 CRAWFORD/SUZANNE 00111461192058 TPCARD 443.00

AIR TRANSPORTATION	402.73	TAX	40.27	TTL	443.00
		SUB TOTAL			443.00
		CREDIT CARD PAYMENT			443.00-
		AMOUNT DUE			.00

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

THIS ITEM HAS BEEN CHARGED TO YOUR BUDGET  
 YOU NEED NOT PROCESS A REQUISITION



*The*  
**University of Oklahoma**

MARKETING AND COMMUNICATION  
 Continuing Education and Public Service  
 1700 Asp Avenue  
 Norman, Oklahoma 73037-0001  
 (405) 325-1983

TO: NUCEA Promotions Awards Entrants  
 FROM: Jerry Jerman, Awards Chair *Jerman*  
 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(have) 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!

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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 University of Utah

**2B - Booklet (3 or more colors)**

Gold University of Utah  
 Silver Bowling Green State University  
 Bronze Johnson County Community College

**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 University of Utah  
 Bronze Colorado State University

**MUCEA AWARDS**  
**ENROLLMENTS >= 50,000**

- 1A - General catalog/tabloid (1 or 2 colors)**
  - Gold Louisiana State University
  - Silver UC Berkeley Extension
  - Bronze Univ. of Wisconsin at Madison
- 1B - General catalog/tabloid (3 or more colors)**
  - Gold University of Oklahoma
  - Silver NYU School of Con't Education
  - Silver NYU School of Con't Education
  - Bronze UC Berkeley Extension
  - Bronze UCLA Extension
- 2A - Booklet (1 or 2 colors)**
  - Gold University of Minnesota
  - Silver UCLA Extension
  - Bronze The University of Georgia
- 2B - Booklet (3 or more colors)**
  - Gold The University of Kansas
  - Silver UCLA Extension
- 3A - Brochure (1 or 2 colors)**
  - Gold Univ. of Wisconsin at Madison
  - Silver NYU School of Con't Education
  - Silver UC Berkeley Extension
  - Bronze Pennsylvania State Univ.
  - Bronze University of Oklahoma
- 3B - Brochure (3 or more colors)**
  - Gold University of Oklahoma
  - Silver Arizona State University
  - Silver The Ohio State University
  - Bronze NYU School of Con't Education
- 4 - Flyer**
  - Bronze Arizona State University
- 5 - Visual Identification**
  - Gold University of Minnesota
  - Gold University of Oklahoma
  - Silver University of Minnesota
- 6 - Announcement**
  - Gold NYU School of Con't Education
  - Gold University of Oklahoma
  - Silver University of Minnesota
  - Bronze NYU School of Con't Education
- 7A - Poster/Calendar (1 or 2 colors)**
  - Gold Indiana University School of Cont. Studies
- 7B - Poster/Calendar (3 or more colors)**
  - Gold University of Minnesota
  - Silver University of Minnesota
  - Silver University of Oklahoma
- 8 - Outdoor**
  - Gold University of Minnesota
- 9A - Newsletter (1 or 2 colors)**
  - Gold University of Minnesota
  - Silver Indiana University School of Cont. Studies
- 9B - Newsletter (3 or more colors)**
  - Silver NYU School of Con't Education
- 10 - Press Release/Feature Story**
  - Gold UC Berkeley Extension
  - Bronze Indiana University School of Cont. Studies
- 11 - Public Relations Event**
  - Gold Univ. of North Carolina at Chapel Hill
- 12A - Print Ad (1 or 2 colors)**

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

No awards presented in this category
- 13 - Exhibit**
  - Silver Florida State University
- 14 - Television or Radio Spot**
  - Gold University of Minnesota
  - Silver University of Minnesota
  - Silver University of Minnesota
- 15 - Video Presentation/Slide Show**

No awards presented in this category
- 16 - Miscellaneous Public Relations**
  - Gold University of Delaware
  - Silver UCLA Extension
  - Bronze Arizona State University
  - Bronze The University of Georgia
- 17 - Publications Campaign**
  - Gold Arizona State University
  - Silver NYU School of Con't Education
  - Silver University of Minnesota
  - Bronze University of Minnesota
- 18 - Broadcast Ad Campaign**
  - Silver University of Minnesota
- 19 - Print Ad Campaign**
  - Gold NYU School of Con't Education
  - Silver Univ. of Maryland, Univ. College
  - Bronze University of Minnesota
- 20 - Publicity Campaign**
  - Gold UC Berkeley Extension
- 21 - Mixed Media Campaign**
  - Silver NYU School of Con't Education
  - Silver The University of Georgia
  - Bronze Florida State University
  - Bronze University of Oklahoma



# *Gold*

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




**Bowling Green State University**

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

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.



**Bowling Green State University**

Vice President for  
University Relations  
Mileti Alumni Center  
Bowling Green, Ohio 43403-0050  
(419) 372-2708  
FAX: (419) 372-7697  
Cable: BGSUOH

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





Bowling Green State University

University Union  
Bowling Green, Ohio 43403-0350  
(419) 372-2241  
Cable: BGSUOH

April 21, 1992

MEMORANDUM

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

FROM: Dave Crooks, Director  
University Union *Dave Crooks*

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 travel

Executive Committee Disposition: 4/27/92 OK per phone conversation with Josh Fyler

Funds awarded 4/27/92 Amount \$300

Date funds transferred 5/13/92

*called Ann Bowers 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 opening 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 - refused - has not been employed for 3 years*

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:

Registration -	\$295
Travel -	\$108
Lodging -	\$328
Meals -	\$140
Total -	\$871

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 And. Betty Haynes

Executive Committee Disposition:

per Dave request

Funds awarded \_\_\_\_\_ Amount \_\_\_\_\_ Date funds transferred \_\_\_\_\_

April 88

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.

A handwritten signature in cursive script, appearing to read "Shawn Brady". The signature is written in black ink and is positioned below the "Thank you." text.

Administrative Staff Council Professional Development Grant Request

Name James J. Brady III Area/Department WB60-TV

Amount of Request 160<sup>00</sup> or 240<sup>00</sup>\* Area/Org to be Credited \_\_\_\_\_

Statement of Purpose of Request: To cover flight costs to attend WB60H Fellowship program entitled "From Vision to Voice: Telling Stories of Diverse Communities". WB60H is one of the premiere PBS stations in this country. This Fellowship program is designed to bring mid-level producers from around the country into contact with accomplished, experienced producers (etc.) with a diversity of views and approaches. [Fellowship is October 1st - 4th]

Description of Event: In this Fellowship, "Participants will explore visual, aural, and written techniques of diverse cultural approaches to storytelling." This will include elements such as: breaking away from cultural stereotypes, discussing issues which are culturally sensitive or controversial, learning effective ways of gaining access and rapport in interviewing, and more.

Is this an event your department normally funds? No

Benefit to BGSU: Heightened ability to produce programming for BGSU and surrounding communities in Northwest Ohio. Greater sensitivity to interaction with multi-cultural subjects and audience... in all aspects of outreach activities.

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

Breakdown of Expenses: \* Airline/Flight Expense for a round-trip ticket from Toledo to Boston is \$160<sup>00</sup> if purchased by August 31st and \$240<sup>00</sup> if booked after the 31st.

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 Award \$160 for airfare

Executive Committee Disposition: Contingent on receiving a fellowship

Funds awarded yes Amount \$160 Date funds transferred \_\_\_\_\_

Refused - not selected 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'Neil)

**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 PROFESSIONAL DEVELOPMENT**

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? \_\_\_\_\_

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For ASC Use only:

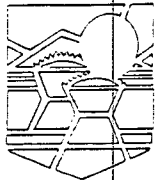
Professional Development Committee Recommendation \_\_\_\_\_

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.**



Bowling Green State University

Personnel Services  
 100 College Park Office Building  
 Bowling Green, Ohio 43403  
 (419) 372-2558  
 FAX: (419) 372-2920

## MEMORANDUM

**TO:** Marshall Rose  
 Affirmative Action

**FROM:** John C. Moore *JCM*  
 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



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

March 25, 1993

**MEMORANDUM**

**TO:** Bob Martin  
Vice-President for Operations

**FROM:** Ann Bowers, Chair *Ann*  
Greg Jordan, Chair-elect *Greg*  
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 EGSU 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.

## Appe

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

Joshua Kaplan  
Director  
Student Health (

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? \_\_\_\_\_ *new*

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 \_\_\_\_\_

*new* }

*There are no records of actions by committee w/ disposition of request - so I recommend adding this*



old application

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 admimistrative 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

March, 1993 Prof Development

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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. Than 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?

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ASC Survey Results

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

## ASC Survey Results

Times	Topics	Previous Programs	Presenters	Comments
lunch	In Pursuit of Excellence Humor  How to Keep your Head When Others Around You are Losing Theirs (are negative)  Choose Positive		Dave Stanford or a speaker he knows	
does not matter	sexual harassment or any gender issue  Pay Inequity			
7:30-8:30				
4:00-5:00				
Lunch or MWF pm.	Increasing Workloads: Ways to Compensate for No increase in Pay  Decreasing Work Forces  Collective Bargaining at BGSU: Implications for Administrative Staff How to Deal with Potential Dangers			
flexible, but not first in morning	Improving Productivity  Being a Good Supervisor			
Early morning Late afternoon noon	Dealing With Stress  Interpersonal Skills Development  How to Help Each Other Remain Upbeat		Sue Crawford  John Moore	Info session on collective bargaining- what will it mean for the way the university functions
( 9am-11am 2:30-4:30	Total Quality Management Techniques			

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### ASC Survey Results

Times	Topics	Previous Programs	Presenters	Comments
10-noon 11-1 noon-1	Working Smarter Goal Setting Stress Reduction	John Piper - Motivation/Choices John Mores's Morale/Self Incentives	Ron Partin- Stress Morris Weinberger Stress	
Anytime but Tuesday mornings	How services and products developed on university time for university purposes can be legally marketed by the employee off work hours.  Discussion and resource list of courses and certifications that employees can take on job time and how this might benefit personal lives or careers		Representatives from research services  Representatives from Continuing Ed	
8 am or lunch	Introduction to Total Quality Management  How to Negotiate		John Sinn (after the election)	
morning	How to Increase Morale without Money	John Piper	Ron Partin  Julie Lengfelda (SP)	
afternoons	Office Ergonomics (proposer lighting, chair heights, keyboard heights and best use of break periods)		Dr. Dave Hyslop is attempting to locate a speaker through a professional association which is concerned with occupational health and safety issues	
3-5	How to motivate workers  How to be an effective boss			
mornings	Professional etiquette  Management	motivation  stress		

### ASC Survey Results

Times	Topics	Previous Programs	Presenters	Comments
8-9:30 1-2:30	How to Deal with difficult/negative coworkers  time management- especially since many offices have reduced staff		R.K. Tucker,  Ruth Olscamp	
varies week to week	Improving morale			
noon or early am (8)	working smarter  how to plan time away so that work is not piled up on return			
later afternoon	manager-employee relations  ergonomics			
lunch	stress  change management			
any	Dealing with the stress of too much work  Celebrating our accomplishments		Someone from Counseling Center on stress management	
TWR 9-9:15 MTW after 5	Employee input in acquisition of equipment (computers) versus people oriented use of scarce funds  Repair and upkeep of crumbling infrastructure (buildings etc.) versus CUPS, HRS and other money wasting schemes	Time management  Getting along with peers and superiors  Presentation of services available by various campus service offices	any of the area vice-presidents assistant and associate vice presidents, directors and (where applicable) deans/assistant deans	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.
Lunch	Wellness - taking care of yourself physically, socially, emotionally as well as being concerned about environment and cultural sensitivity and diversity	Motivation - John Piper, Dr. Tucker  Diversity	Scott Shepard - Toledo	Get University WELLNET committee involved in this project - or at least support their ideas for motivating and improving morale



## ASC Survey Results

Times	Topics	Previous Programs	Presenters	Comments
lunch or end of day	Empowering the people we supervise to speak and act assertively/as a team member  Some of us need help in being assertive ourselves, so a multi-step approach may be needed for some			
lunch	stress management	stress management	Scott Shepherd -Toledo Flower Hospital - good speaker on stress - unsure if he would speak for free	
noon 8am 4pm				
Just after work	Meetings in different areas to see how they work  Ways to save/invest with limited income			
lunch	Total Quality Management in higher Education	1/2 day time management seminar by Tucker was outstanding	I'm interested in the report in EGSU institutional image. (An external consulting group conducted this research)	
Lunch MTWF	Motivating Staff in today's climate			
over lunch if need longer than 1 hour hold in connection with lunch i.e. 11-1, 12-2	How to assist staff to focus on work and on positive rather than the negative  How to develop incentives, "relief" activities to assist staff			Good luck!

ASC Survey Results

Times	Topics	Previous Programs	Presenters	Comments
Lunch or late afternoon	Time management Building better relationships with supervisors, secretaries, co-workers		Ron Partin	
Afternoons, excluding Monday	Morale How to achieve gender and salary equity at BGSU		I'd like to hear John More's input on salary and gender issues	
after 1:30	Dealing with difficult people Being an effective supervisor		Ray Tucker did a presentation several years ago dealing with difficult people	
8am, 4pm	Openness, candor and frankness "intellectually honest" environment			
Lunch - 11:30-1:30	Motivating staff in tough times		John Moore	
Lunch			Dr. Ethel Wilcox - UT Communications prof	Keep up the good work
				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.
midmorning, lunchtime	Team building Providing Constructive Feedback Humor in the Workplace		Sue Crawford	
noon	Motivating employees			

## ASC Survey Results

Times	Topics	Previous Programs	Presenters	Comments
noon, late in day			John Piper Jeanne Wright	
early afternoon	Group dynamics Dealing with difficult people Self-Esteem and peak performance			
no specific time	Doing more with less Understanding budgets and how they are made - open forum Institutional priorities			Thanks
3-5	all wellness topics including time/stress management, motivation, and emotional/physical/spiritual well-being Communication Leadership Humor			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

## 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 matrixes etc.) will be forthcoming.

## HISTORY

On April 22, 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 20 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

Page 3

- \* Strategic Management - organization strategy, strategy implementation, competitive analysis

## 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.



Page 5

### 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 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 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.

Date: Wed, 7 Sep 1994 16:18:08 -0400  
 Mime-Version: 1.0  
 To: pgreen@bgnet.bgsu.edu  
 From: rpeper@bgnet.bgsu.edu (Rich Peper)  
 Subject: 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@cudnvr.denver.colorado.edu  
 >Reply-To: cupa-comp sig@carbon.denver.colorado.edu  
 >Originator: cupa-comp sig@carbon.denver.colorado.edu  
 >Sender: cupa-comp sig@carbon.denver.colorado.edu  
 >Precedence: bulk  
 >From: "Maxine Tubbs (34nihpe@CMUVM)"@carbon.denver.colorado.edu  
 >(34nihpe@CMUVM)  
 >To: Multiple recipients of list <cupa-comp sig@carbon.denver.colorado.edu>  
 >Subject: Staff Development Programs  
 >X-Listprocessor-Version: 6.0c - ListProcessor by Anastasios Kotsikonas  
 >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  
 >  
 >

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: ktagawa@cudnvr.denver.colorado.edu  
 >Reply-To: cupa-compisig@carbon.denver.colorado.edu  
 >Originator: cupa-compisig@carbon.denver.colorado.edu  
 >Sender: cupa-compisig@carbon.denver.colorado.edu  
 >Precedence: bulk  
 >From: "Lynn Olson, Human Resources" <LOLSON@vax.clarku.edu>  
 >To: Multiple recipients of list <cupa-compisig@carbon.denver.colorado.edu>  
 >Subject: Re: Staff Development Programs  
 >X-Listprocessor-Version: 6.0c - ListProcessor by Anastasios Kotsikonas  
 >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.clarku.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



# Bowling Green State University

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

October 21, 1994

## Memorandum

To: Paul J. Olscamp, President

From: Jeanne Wright *J. 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

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## ASC Survey Results

Times	Topics	Previous Programs	Presenters	Comments
lunch	In Pursuit of Excellence Humor  (How to Keep your Head When Others Around You are Losing Theirs (are negative)  Choose Positive		Dave Stanford or a speaker he knows	
does not matter	sexual harassment or any gender issue  Pay Inequity			
7:30-8:30				
4:00-5:00				
Lunch or MWF pm.	Increasing Workloads: Ways to Compensate for No increase in Pay  Decreasing Work Forces  Collective Bargaining at BGSU: Implications for Administrative Staff How to Deal with Potential Dangers			
flexible, but not first in morning	Improving Productivity  Being a Good Supervisor			
Early morning Late afternoon noon	Dealing With Stress  Interpersonal Skills Development  How to Help Each Other Remain Upbeat		Sue Crawford  John Moore	Info session on collective bargaining- what will it mean for the way the university functions
<del>(9am-11am 2:30-4:30</del>	<del>Total Quality Management Techniques</del>			



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## ASC Survey Results

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

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## ASC Survey Results

Times	Topics	Previous Programs	Presenters	Comments
Lunch or late afternoon	Time management Building better relationships with supervisors, secretaries, co-workers		Ron Partin	
Afternoons, excluding Monday	Morale How to achieve gender and salary equity at BGSU		I'd like to hear John More's input on salary and gender issues	
after 1:30	Dealing with difficult people Being an effective supervisor		Ray Tucker did a presentation several years ago dealing with difficult people	
8am, 4pm	Openness, candor and frankness "intellectually honest" environment			
Lunch - 11:30-1:30	Motivating staff in tough times		John Moore	
Lunch			Dr. Ethel Wilcox - UT Communications prof	Keep up the good work  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.
midmorning, lunchtime	Team building Providing Constructive Feedback Humor in the Workplace		Sue Crawford	
noon	Motivating employees			

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## ASC Survey Results

Times	Topics	Previous Programs	Presenters	Comments
lunch or end of day	<p>Empowering the people we supervise to speak and act assertively/as a team member</p> <p>Some of us need help in being assertive ourselves, so a multi-step approach may be needed for some</p>			
lunch	stress management	stress management	<p>Scott Shepherd -Toledo Flower Hospital - good speaker on stress - unsure if he would speak for free</p>	
<p>noon 8am 4pm</p>				
Just after work	<p>Meetings in different areas to see how they work</p> <p>Ways to save/invest with limited income</p>			
lunch	Total Quality Management in higher Education	<p>1/2 day time management seminar by Tucker was outstanding</p>	<p>I'm interested in the report in BGSU institutional image. (An external consulting group conducted this research)</p>	
Lunch MTWF	Motivating Staff in today's climate			
<p>over lunch if need longer than 1 hour hold in connection with lunch i.e. 11-1, 12-2</p>	<p>How to assist staff to focus on work and on positive rather than the negative</p> <p>How to develop incentives, "relief" activities to assist staff</p>			Good luck!

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### ASC Survey Results

Times	Topics	Previous Programs	Presenters	Comments
noon, late in day			John Piper Jeanne Wright	
early afternoon	Group dynamics Dealing with difficult people Self-Esteem and peak performance			
no specific time	Doing more with less Understanding budgets and how they are made - open forum Institutional priorities			Thanks
3-5	all wellness topics including time/stress management, motivation, and emotional/physical/spiritual well-being Communication Leadership Humor			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

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## ASC Survey Results

Times	Topics	Previous Programs	Presenters	Comments
10-noon 11-1 noon-1	Working Smarter  Goal Setting  Stress Reduction	John Piper - Motivation/Choices  John Mores's Morale/Self Incentives`	Ron Partin- Stress  Morris Weinberger Stress	
Anytime but Tuesday mornings	How services and products developed on university time for university purposes can be legally marketed by the employee off work hours.  Discussion and resource list of courses and certifications that employees can take on job time and how this might benefit personal lives or careers		Representatives from research services  Representatives from Continuing Ed	
8 am or lunch	Introduction to Total Quality Management  How to Negotiate		John Sinn (after the election)	
morning	How to Increase Morale without Money	John Piper	Ron Partin  Julie Lengfelda (SP)	
afternoons	Office Ergonomics (proposer lighting, chair heights, keyboard heights and best use of break periods		Dr. Dave Hyslop is attempting to locate a speaker through a professional association which is concerned with occupational health and safety issues	
3-5	How to motivate workers  How to be an effective boss			
mornings	Professional etiquette  Management	motivation  stress		

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**ASC Survey Results**

<b>Times</b>	<b>Topics</b>	<b>Previous Programs</b>	<b>Presenters</b>	<b>Comments</b>
8-9:30 1-2:30	How to Deal with difficult/negative coworkers  time management- especially since many offices have reduced staff		R.K. Tucker,  Ruth Olscamp	
varies week to week	Improving morale			
noon or early am (8)	working smarter  how to plan time away so that work is not piled up on return			
later afternoon	manager-employee relations  ergonomics			
lunch	stress  change management			
any	Dealing with the stress of too much work  Celebrating our accomplishments		Someone from Counseling Center on stress management	
TWR 8-9:15 MTW after 5	Employee input in acquisition of equipment (computers) versus people oriented use of scarce funds  Repair and upkeep of crumbling infrastructure (buildings etc.) versus CUFS, HRS and other money wasting schemes	Time management  Getting along with peers and superiors  Presentation of services available by various campus service offices	any of the area vice-presidents assistant and associate vice presidents, directors and (where applicable deans/assistant deans	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.
Lunch	Wellness - taking care of yourself physically, socially, emotionally as well as being concerned about environment and cultural sensitivity and diversity	Motivation - John Piper, Dr. Tucker  Diversity	Scott Shepard - Toledo	Get University WELLNET committee involved in this project - or at least support their ideas for motivating and improving morale

**YOU'RE INVITED TO ENJOY A  
WINTER GALA LUNCHEON**

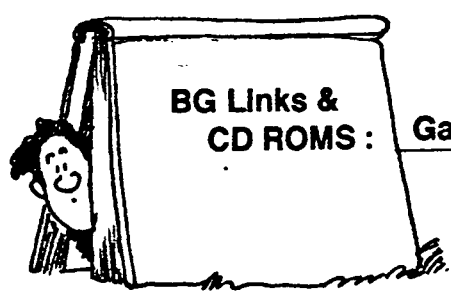
**WHEN? TUESDAY, FEB. 16th, 12 NOON-1PM**

**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.**



# Bowling Green State University

70

Personnel Services  
100 College Park Office Building  
Bowling Green, Ohio 43403-0370  
(419) 372-8421  
Fax: (419) 372-2920

## 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.

## APPLICATION - PAGE 2

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

**PARTICIPANTS FOR PROFESSIONAL DEVELOPMENT INSTITUTE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>HIRE DATE</b>
Lisa Chavers	Director of Project Search, Graduate College	July 1, 1983
Cynthia Crow	Project Coordinator, Philosophy	October, 1988
Pat Green	Administrative Director, Photochemical Sciences, Dept. of Chemistry	September, 1986
Barbara Keeley	Director of Program Advisement, Coordinator for Consortial Programs, Summer Dean, College of Health and Human Services	April, 1984
Inge Klopping	Assistant Dean for Information Services, College of Business Administration	August, 1987
JoAnn Kroll	Director, Career Planning & Placement	April 2, 1984
Diane Regan	Executive Assistant to the Dean, College of Arts & Sciences	August, 1982
Lori Schumacher	Coordinator, Payroll Accounting	July 15, 1974
Beverly Stearns	Assistant to the Dean, Libraries & Learning Resources	January, 1984
Susan Young	Assistant Director, Cooperative Education	October, 1989

2-2151

# 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 B.G.S.U.. 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.**

**Professional Development Institute**



0-2

# PDC Project - "Raise the Standards" - 8/28/95

## ASC Professional Development Com

Kent Strickland, Chair  
Pat Green, Paul Lopez, Bob Wa

Post-It™ brand fax transmittal memo 7671		# of pages	4
To	Bryan Benner	From	Kent Strickland
Co.		Co.	
Dept.		Phone #	2-7758
Fax #	2-7620	Fax #	2-7503

## 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 ASC Exec Committee - Deadline: September 5, 1995.

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.

ASC Professional Development  
End of term report, 3

- 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 "X" marks who actually attended**				
	Roster 3/1/00			
				99&00
Name	Last Name	Classification	Attended	
Pam	Atchison	A	X	
Kate	Augustine	A	X	
Greg	Bader	S		
Kathy	Baltz	C	X	
Mary	Baty	C		
Ruby	Bell	C		
Colleen	Boss	S	X	
Deb	Boyce	A	X	
Marilyn	Braatz	A	X	walk-in
Amelie	Brogden	A	X	
Doug	Burns	A		
Pam	Cardenas	C	X	
Jan	Cavanaugh	C	X	
Claudia	Clark	A	X	
Molly	Crowe	A	X	
Libby	Dachik	S	X	
Maria	DandAr	C	X	
Susan	Darrow	A	X	
Kerry	Diehl	A		
Lacrecita	Dobbins	A	X	
Kristen	Donaldson	A	X	
Kelly	Dove	C	X	
Christine	Drennen	A	X	
Ann	Edelen	A	X	
Laura	Emch	A	X	
Gwen	Evans	C	X	
Colleen	Fillian	C	X	
Mike	Fitzpatrick	A	X	
Anita	Fletcher	C	X	
Ron	Gargas	A		
Sharlynn	Garno	C	X	
Jean	Giovanetti	F	X	
Linda	Glomski	C	X	
Frank	Goza	F	X	
Dorothy	Grassley	C		
Linda	Gray	C	X	
Sue	Gruber	A	X	
Chris	Haar	A	X	

Mike	Hachtel	A	X		
Linda	Hamilton	A	X		
David	Hampshire	A	X		
Gail	Hanson	A	X		
Larry	Hatch	F			
Kathleen	Helm	C	X		
Mary Ellen	Hilkens	C	X		
Gail	Houtz	C	X		
Seneida	Howard	C	X		
Tony	Howard	A	X		
Marge	Hufford	A	X		
Sally	Johnson	A	X		
Nadine	Johnson	A	X		
Coni	Kalata	C	X		
James	Kettinger	A	X		
Jackie	Kidd-Lutzmann	A	X		
Tim	King	A	X		
Richard	Kolk	C	X		
Amy	Kolk	C	X		
Faye	Lam	C	X		
Jeanne	Langendorfer	A	X		
JoAnn	Lohr	C	X		
Thaddeus	Long	A	X		
Paul	Lopez	A	X		
Tammy	Ludwig	C	X		
Ruth	Maas	C	X		
Robert	Mason	C	X		
Kathy	McBride	A	X		
Mary	McGowan	C	X		
Sara	McLaughlin	C	X		
Teresa	McLove	A	X		
Jane	Myers	A	X	walk-in	
Beth	Nagel	A	X		
Jacqueline	Owens	A	X		
Gene	Palmer	A	X		
Linda	Palmer	C			
Daniel	Parratt	A	X		
Sue	Perkins	A	X		
Sandy	Perry	C	X		
Nancy	Pfouts	C	X		
Pam	Phillips	C	X		
Tom	Piccirillo	A	X		
Ginny	Pinkelman	C	X		

Christine	Plotts	C	X		
Nancy	Posey	C			
Mary Lynn	Pozniak	A	X		
Catherine	Pratt	A	X		
Amy	Prigge	A	X		
Jackie	Prowant	C	X		
Mariann	Reiter	C	X		
Gail	Richmond	A	X		
Mary Ann	Rife	C	X		
Marcos	Rivera	A	X		
Connie	Rodriquez	S	X		
Mardi	Rush	C	X		
Jennifer	Sader	A	X		
Jane	Schimpf	A	X		
Cindy	Schmitz	C	X		
Mary	Shiple	C	X		
Lori	Shomody	C			
Nancy	Shrider	C	X		
Sid	Sink	A	X		
Joyce	Smeltzer	C	X		
Cathy	Smith	A			
Larry	Smith	A	X		
Linda	Snyder	A	X		
Kelly	Stewart	C	X		
Mary Ann	Sweeney	C	X		
Sue	Tomor	A			
Jan	Varney-McKnigh	C	X		
Craig	Vickio	F	X		
Cheryl	Weber	C	X		
Darlene	Whipple	A			
Valerie	Whipple	S	X		
Jim	Wiegard	A	X		
Kathy	Woessner	C	X		
Janet	Womack	A	X		
Jean	Wood	C	X		
Jie	Wu	A			
Margaret	Younkman	C	X		
Mary Beth	Zachery	A	X		







# Bowling Green State University

Student Financial Aid  
231 Administration Building  
Bowling Green, Ohio 43403-0145  
Telephone: (419) 372-2651  
Fax: (419) 372-0404

## MEMORANDUM

TO: Claudia Clark Appendix H  
6/1/00 Minutes

FROM: Laura Emch *LE*

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.
- \*'The Balancing Act-Part 2', Lori Wilmarth-Dunn.
- \*'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

Subj. Line

**INVEST IN YOURSELF**

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

**A Free Professional Development Program**

Open to all EGSU 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

- Relieve 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

Assess 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, EGSU

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**

Kate Augustine, Coordinator, Internal Training & Development, EGSU

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 Pratt, Assistant to the Dean for College Relations, College of Business Administration, EGSU

**Option 6**  
**Communicating Cross-Culturally and Across Gender**  
**Call #12020**

Barbara Waddell, Director of University Initiatives  
Betina Shuford, Director of Multicultural Affairs, BGSU

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

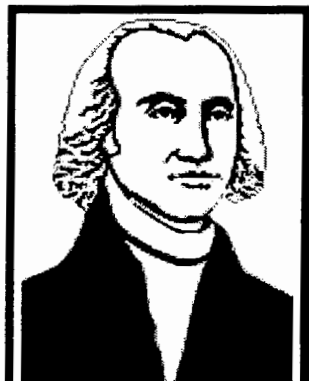
Please mention Key Code 30750301 when you call

Enrollment is limited.

H:\UCR\PP\OM\email copy\ASCE-mail .rtf  
March 28, 2001

MBZ

ADMINISTRATIVE STAFF COUNCIL  
Professional Development Program  
March 1, 2000



*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 *possibly also vote mail.*

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**



# Bowling Green State University

Student Financial Aid  
231 Administration Building  
Bowling Green, Ohio 43403-0145  
Telephone: (419) 372-2651  
Fax: (419) 372-0404

## 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