

“Spirit of BG” Nomination Form

The Administrative Staff Council wants to recognize, on a monthly basis, administrative staff employees who are caught showing “The Spirit of BG” as defined by any of the core values of BGSU. The core values are:

*Respect for one another
Cooperation
Intellectual and spiritual growth
Creative imaginings
Pride in a job well done*

Secretary 2

If you are a member of the University community (faculty, staff, student) you may nominate an employee for “The Spirit of BG Award”. Please complete this nomination form, providing a short summary as to why you feel this person is deserving of this significant award. Nominations must be received by 5:00 p.m. on the last day of the month. Send nominations to: **Nancy Vanderlugt, Technology Systems, 205 Technology Annex.**

Date: 9/30/10

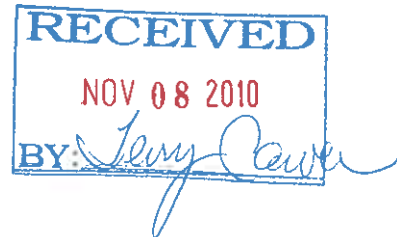
Nominee: Patricia Evans

Office: University Ensembles, College of Musical Arts

Campus Address: 1010 MMAC

Campus Phone: 419-372-2186

E-mail Address: pevans@bgsu.edu



Summary:

Please accept this nomination of Patricia Evans for the “Spirit of BG” Award. As the ensemble secretary for the many large ensembles in the College of Musical Arts, Pat Evans plays a key role in the operations of these ensembles. But for the 270 member Falcon Marching Band, she does much more than what is described in her job description. The administrative work for the day to day operations of the largest student organization on campus is daunting, and Pat goes above and beyond what is required of her on a regular basis.

Even though the band functions only in the first semester, the preparations, planning, and recruiting go on year round, especially in the summer. The summer months are full of organizing the student recruiting team to work at every day of orientation, communicating with a list of over 400 prospective members whose names have been gathered at various events through the entire previous year, answering hundreds of requests for information by email and by phone, organizing housing for the 300 who will eventually choose to come to campus to audition (this involves entering the names of all the students who need early arrival housing), ordering supplies, coordinating audition days for the auxiliary units (twirlers and color guard), contacting judges, preparing paper work and mailings to all prospective members, etc. . She also oversees the band librarians and makes sure they complete their tasks. Pat even goes to the extra effort to

personally call people on the list that have not been in contact for a while to see if they are still planning on attending BGSU or have decided to go elsewhere. When a student has missing information (such as housing or registration), she makes personal contacts by phone or email to track them down.

Pat accomplishes all of this and more (she is also secretary for the Wind Symphony, the Concert Band, the University Band, the Philharmonia, the Chorale, the A cappella Choir, the Men's Chorus, and the Women's Chorus) and does it with a gracious smile and warm personality. The students know that when they have a question, Pat will probably have the right answer (or know where to get it)!

In regards to the criteria for this award, Pat demonstrates respect for all the students on a daily basis and is a key liason between BGSU and the many prospective students and their parents with whom she comes in contact.

Her cooperation with all the staff for whom she works is greatly appreciated, and she also works regularly with the main office staff of the CMA. In the operations of the marching band, she works cooperatively with the director, the graduate assistants, and the student leadership staff .She has been creative in managing and updating the organizational operations of the marching band. Early in her time with us, she completely reorganized the way that we keep records of our prospective members and made it more efficient and manageable. By finding ways to create more accurate lists, she also has saved us a great deal of money in mailing costs! It is obvious that she takes pride in her work and makes sure that the operations of this very large group run smoothly.

Pat is an incredibly important part of the Falcon Marching Band family. I nominate her for this award as a way to let her know how much we appreciate her!

***Nominator: Dr. Carol Hayward, Director, Falcon Marching Band
Associate Professor of Music Education, College of Musical Arts***

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Winners will be announced approximately two weeks after deadline for nominations. They will receive a check for \$75.00, balloons, a Certificate of Appreciation, and congratulations from their colleagues and friends. Winners will also be posted on the Administrative Staff Website and the BGSU Monitor.