

TO: All College at Brockport Employees
FROM: Adele Catlin Memorial Award Committee
DATE: December 11, 2009
RE: Adele Catlin Memorial Award

Adele Catlin maintained a long and distinguished career at The College at Brockport in a secretarial role. In honor and remembrance of her hard work and diligence, the Adele Catlin Memorial Award seeks to pay tribute to an employee of our office support staff who emulates the traits and performance that marked her service. The recipient shall receive a stipend of \$500 and a plaque.

The award shall be presented each year to one member of the College office support staff who:

1. Exemplifies the spirit that typified Adele Catlin's presence on the Brockport campus, especially with respect to:
 - a. Displays a high level of loyalty to the goals and purposes of the College.
 - b. Approaches tasks with a cheerful, positive, and constructive attitude.
 - c. Takes initiative willingly to solve problems.
 - d. Exhibits a high level of competence in performing office management tasks.
 - e. Is held in high esteem by supervisors and fellow workers.
 - f. Assumes responsibilities that go well beyond the usual requirements of the position and carrying them out at a high level of competence.
2. Has been employed as a **full-time** member of the office support staff of the College as a State, BASC or Research Foundation employee for at least **five years** *or* a **half-time** employee for at least **ten years** (prior to receipt of the award) and has never received an unsatisfactory performance evaluation.

The selection shall be made each year by a committee to be appointed by the College President and to be drawn widely from the various areas of the College. A Human Resources Associate staff member shall chair the committee.

The nomination packages **must be limited to (additional materials will be removed from the nomination package):**

- 1) The **option** of *either* a completed nomination form *or* letter of nomination that specifically addresses at least **C, D and F** above. **Please include specific examples of work done above and beyond the usual requirements for their position.**
- 2) Up to three departmental letters of support.
- 3) Up to three external letters and/or letters from students.
- 4) The signature of the nominee's supervisor must be present on the nomination form.

First preference for each award shall be someone who has not received it previously. However, a previous winner who is believed by the selection committee to be clearly better qualified than any other nominee may be selected.

You may obtain an Adele Catlin Award Nomination Form by visiting the following web link:
<http://www.brockport.edu/hr/forms/> (under Miscellaneous)

All complete nomination packages should be submitted to **Matthew Vanderwerf, Office of Human Resources**, by **February 11, 2010 at 4:00 p.m.** The award will be presented at the College Recognition Dinner in May.

If you have any questions or need assistance please contact Matt Vanderwerf at 395-2442 or mvanderw@brockport.edu.

Thank you.

TO: All College at Brockport Employees
FROM: Outstanding Service Awards Committee
DATE: December 11, 2009
RE: **Outstanding Employee Awards Nominations**

Nominations are being accepted for the 2010 Outstanding Employee Awards. These awards recognize the excellent service of employees to the College and its students. The awards will be presented at the College Recognition Dinner in May.

As in the past, the awards are given in two categories: **Outstanding Service to the College** and **Outstanding Service to Students**. A maximum of eight (8) awards will be given. The recipients will be selected from employees in four areas: plant maintenance and operations, office support personnel, professional employees and teaching faculty.

Two criteria are common to both categories:

1. A minimum of two years of full-time or part-time employment at the College prior to receipt of the award; **and**
2. A current position at the College as a State employee, BASC employee or Research Foundation employee.

The **Service to the College** awards will also be judged on a demonstrated and consistently outstanding performance in job-related responsibilities. The **Service to Students** awards will also be judged on a demonstrated and consistently outstanding performance to students outside the classroom.

Please note the following **requirements**:

1. Each nominee should be nominated by at least two current employees who complete nominating letters and coordinate submission of a complete nomination file.

2. Each file must contain two (2) nominating letters, a minimum of two (2) supporting letters (not including nominators' letters) and at least one (1) student letter if the nomination is for Service to Students.
3. The nominee's supervisor must sign the nomination form.

***Please note:** The committee will use its' discretion to determine if an employee who has applied for Service to Students is unable to provide a letter of support from a student due to the nature of their job. However, if the employee does have direct student interaction, a letter of support is necessary.

***Also note:** Additional materials will be removed from nomination packages prior to committee review

Employees or students may nominate an individual for an award in any category by providing the above-mentioned evidence and documents. **All nominations should be sent directly to Matthew Vanderwerf, in the Office Human Resources by February 11, 2010 at 4:00 p.m.**

Nomination forms are available by accessing the following web

page: <http://www.brockport.edu/hr/Forms> (under miscellaneous)

I hope you will take this opportunity to nominate your colleagues for these awards. The recipients will receive a plaque and a stipend of \$200.00.

Thank you.

Matthew M. Vanderwerf
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