The University of South Alabama National Alumni Association wishes to acknowledge alumna and USA Trustee Christie Miree for her endowment of the Outstanding Employee Awards Program. These awards recognize the excellent service provided to students, alumni, and other constituencies by the employees of the University of South Alabama. To accomplish this goal, the Association recognizes selected University employees annually for their outstanding service and dedication.

PROCEDURES FOR IMPLEMENTATION

1. The Alumni Association recognizes nominees for the annual Christie Miree USA National Alumni Association Outstanding Employee Service Awards from the following divisions:

   - Academic Affairs, Dr. G. David Johnson, Sr. Vice President, Academic Affairs
   - Financial Affairs, Mr. Steve Simmons, Vice President, Financial Affairs
   - Health Sciences, Dr. Ronald Franks, Vice President, Health Sciences (Nursing, Allied Health, College of Medicine – clinical and non-clinical, HSF)
   - USA Hospitals, Mr. Stan Hammack, Vice President, Health Systems (USA Medical Center and USA Children’s & Women’s Hospital)
   - Mitchell Cancer Institute, Dr. Ronald Franks, Interim Director, Mitchell Cancer Institute
   - President’s Division, Dr. Tony Waldrop, President (USA Attorneys Office, Executive Management, Governmental Relations)
   - Student Affairs, Dr. John Smith, Vice President, Student Affairs/Special Assistant to the President
   - Development & Alumni Relations, Dr. Joseph Busta, Vice President, Development & Alumni Relations
   - Public Relations, Mr. Bob Lowry, Interim Director, Public Relations
   - Research & Economic Development, Ms. Lynne Chronister, Vice President, Research & Economic Development
   - Athletics, Dr. Joel Erdmann, Director, Athletics (Mitchell Center, Athletics)

**NOMINATION FORMS WILL BE SUBMITTED TO THE OFFICE OF ALUMNI RELATIONS, ATTN: ROXANNE BATES, ALUMNI HALL FOR VERIFICATION. ONCE VERIFICATION HAS BEEN COMPLETED NOMINEES WILL BE FORWARDED TO THEIR RESPECTIVE DIVISION.**
2. Each division head selects three representatives to form a division selection committee. One nominee may be selected from each the following categories, if applicable:

- 610100 Administrative*
- 610300 Professional
- 610700 Technical
- 610400 Clerical
- 610500 Crafts/Trades
- 610600 Service

Each category need not be represented if no employee is nominated.
*This category excludes the following job titles: President, Assistant to the President, Vice President, Associate/Assistant Vice President, Attorney, Chief Executive Officer, Assistant/Associate Administrator, and Controller.

- Nominations are due to the Office of Alumni Relations by July 1, 2014. Alumni Relations will submit list of nominees to HR for verification. Human Resources will verify qualifications of each nominee for the award as set forth in the following Guidelines for Nomination. Once verified, Alumni Relations will then forward nominations to their respective division selection committee. The division selection committee may select one nominee from each of the six categories to forward to the Office of Alumni Relations. These nominees will comprise the USA Team.

- The nominees will be reviewed by the USA National Alumni Association USA Outstanding Employee Service Awards Advisory Committee and one winner will be selected from each of the six categories listed above to receive the Christie Miree USA National Alumni Association Outstanding Employee Service Award.

- Nominations may be made by any regular, full-time campus/hospital/cancer center employee.

- A standard nomination form will be used by all divisions.

- Winners of the Christie Miree USA National Alumni Association Outstanding Employee Service Award will be announced and recognized during the USA Employee Service Recognition program in October. Each recipient will receive a plaque during the program and a $250 cash stipend.

GUIDELINES FOR NOMINATION:

Nominees must be regular, full-time employees who have completed at least one year of continuous service and have satisfactory current performance evaluations. Temporary employees, graduate students and faculty are ineligible. Dates of hire and performance evaluations will be confirmed by Human Resources.

1. Nominees should display outstanding service based on one or more of the following criteria:
   a. performs beyond the call of duty to improve service, quality, and the image of the University, division or department
   b. exemplifies professionalism and dedication to excellent service and works as a team player
   c. makes significant contributions to the University, division, or department by developing better ways to execute the job by saving time, space, or money
CHRISTIE MIREE USA NATIONAL ALUMNI ASSOCIATION
OUTSTANDING EMPLOYEE SERVICE AWARDS NOMINATION FORM
NOMINATION DEADLINE: JULY 1, 2014

Previous recipients are not eligible for re-nomination. However, previous nominees who were not selected may be re-nominated.

<table>
<thead>
<tr>
<th>Year</th>
<th>Administrative</th>
<th>Professional</th>
<th>Clerical</th>
<th>Crafts/Trade</th>
<th>Trade</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>Ms. Carolyn Parham</td>
<td>Ms. Sally Cobb</td>
<td>Ms. Vanessa Brown</td>
<td>Ms. Sirlesha Douglas</td>
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<tr>
<td>2005</td>
<td>Ms. Mimi Summersell</td>
<td>Ms. Sandy Toenes</td>
<td>Ms. Sharon McDougald</td>
<td>Ms. Ceola Paige</td>
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<tr>
<td>2006</td>
<td>Dr. Phillip Theodore</td>
<td>Ms. Kara Levens</td>
<td>Ms. Marsha Butler</td>
<td>Ms. Mamie Glover</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>Mr. Victor Cohen</td>
<td>Ms. Donna Pigg</td>
<td>Ms. Judy Sadler</td>
<td>Ms. Mattie Brown</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2009 Recipients

110 Administrative  Ms. Jennifer Ekman  130 Professional  Ms. Karen Goodwin
135 Technical  Mr. Loyd Stacey Holt  140 Clerical  Ms. Michelle Cagle
150 Crafts/Trade  Mr. Timothy Morris  155 Service  Ms. Annie Jones

2010 Recipients

110 Administrative  Mr. Gary Carley  130 Professional  Ms. Joanna Bowen
135 Technical  Ms. Judy Miller  140 Clerical  Ms. Sue Reinhardt
150 Crafts/Trade  Mr. Wayne Lagman  155 Service  Ms. Ruby Adams

2011 Recipients

110 Administrative  Ms. Vera Rogers  130 Professional  Ms. Cassie Woodall
135 Technical  Mr. Charles Hinton  140 Clerical  Ms. Cheryl Tattt
150 Crafts/Trade  Mr. David Wittner  155 Service  Ms. Bobbie Snow

2012 Recipients

110 Administrative  Ms. Bridget Moore  130 Professional  Ms. Stephanie McDaniel
135 Technical  Mr. Kendrick Wright  140 Clerical  Ms. Courtney Coleman
150 Crafts/Trade  Mr. Roger Croley  155 Service  Ms. Cynthia Bumpers

2013 Recipients

110 Administrative  Ms. Susan Sansing  130 Professional  Ms. Angela Morehead
135 Technical  Mr. Philip Fishel  140 Clerical  Ms. Kathy Vrachalus
150 Crafts/Trades  Mr. Rusty Bartlett  155 Service  Ms. Bernice Robinson

2014 Recipients

110 Administrative  Ms. Angela Duffy  130 Professional  Ms. Amma Gillman
135 Technical  Mr. Deward Phillips, Jr.  140 Clerical  Ms. Theresa Clark
150 Crafts/Trades  Ms. Patricia Young  155 Service  Mr. Timothy Dexter
I wish to nominate the following employee for the USA National Alumni Association Outstanding Employee Service Award.

Name___________________________________________ Title____________________________________

Department_____________________________________ Division ________________________________

Campus Address_________________________________ Telephone ________________________________

Explain in detail, on a separate sheet, how your nominee is “Making a Difference” at the University of South Alabama based on one or more of the following criteria:

a. Performs “beyond the call of duty” to improve service, quality, and the image of the University, division or department

b. Exemplifies professionalism and dedication to excellent service and works as a team player.

c. Makes outstanding contributions to the University division or department by developing a better way to execute the job by saving time, space or money.

Nominated by_________________________________Department_________________________________

Campus Address________________________________________________________________________

Telephone Number_____________________________E-mail_____________________________________ 

Please return this completed form to the Office of Alumni Relations, Alumni Hall. If you have questions, please call the Office of Alumni Relations at 251-460-7084.

Updated 5/12