



**CHRISTIE MIREE USA NATIONAL ALUMNI ASSOCIATION
OUTSTANDING EMPLOYEE SERVICE AWARDS
GUIDELINES AND NOMINATION FORM**

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

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

1. Academic Affairs, Dr. G. David Johnson, Provost & Sr. Vice President, Academic Affairs

College of Arts and Sciences
Mitchell College of Business
College of Allied Health Professions
College of Education and Professional Studies
College of Engineering
College of Nursing
School of Computing
Global USA
Enrollment Services
Graduate School
University Libraries
Office of Undergraduate Research
Innovation Learning Center
Honors Program
Center for Integrative Studies for Science, Engineering, Technology and Math
Center for Academic Service Learning and Civic Engagement
Institutional Research
Institutional Effectiveness
JagSuccess
Registrar

2. USA Health, Mr. Owen Bailey, CEO & Senior Associate Vice President for Medical Affairs

College of Medicine – clinical and non-clinical
Mitchell Cancer Institute
Student Health Center
USA Medical Center
USA Children's and Women's Hospital
Physicians Group Clinics

3. Central Administration, Mr. Scott Weldon, Vice President for Finance & Administration

USA Attorney's Office

Executive Management

Finance & Administration, including the following offices:

- Business Office and General Accounting
- Facilities Management
- Human Resources
- Internal Audit
- Risk Management
- Systems
- Student Financial Services
- Tax Accounting
- Computer Services Center

Governmental Relations

President's Office

Special Events

4. Student, Alumni and External Relations, Mrs. Margaret Sullivan, Vice President for Development & Alumni Relations

Athletics

Development & Alumni Relations

Marketing and Communications

Mitchell Center

Student Affairs, including the following offices:

- Campus Recreation
- Counseling and Testing
- Educational Talent Search
- Multicultural Student Affairs
- Police Department
- Student Disability Services
- Student Center
- Student Conduct
- Upward Bound
- Veteran's Affairs
- Title IX

****NOMINATION FORMS WILL BE SUBMITTED TO THE OFFICE OF ALUMNI RELATIONS, ATTN: ROBYN DRINKARD, ALUMNI HALL FOR VERIFICATION. ONCE VERIFICATION HAS BEEN COMPLETED NOMINEES WILL BE FORWARDED TO THEIR RESPECTIVE DIVISION.**

1. 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 August 1, 2018. Alumni Relations will forward nominations to each 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 receive a plaque and a \$250 cash stipend.

GUIDELINES FOR NOMINATION:

Nominees must be regular, permanent, full-time or part-time (FTE of .50 or greater), University/Hospital 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. Nominations may be made by any regular permanent University employee. A standard nomination form must be used. 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

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NOMINATION DEADLINE: August 1, 2018**

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

2002 Recipients

110 Administrative	Ms. Carolyn Parham	130 Professional	Ms. Sally Cobb
135 Technical	Ms. Sharon Davis	140 Clerical	Ms. Vanessa Brown
150 Crafts/Trade	Mr. Charles Lindauer	155 Service	Ms. Sirlesha Douglas

2003 Recipients

110 Administrative	Ms. Kay Cherry	130 Professional	Ms. Brenda Hinson
135 Technical	Mr. David Summer	140 Clerical	Ms. Barbara Shirvanian
150 Crafts/Trade	Mr. Mallard Guy	155 Service	Ms. Jeanette Harper

2004 Recipients

110 Administrative	Ms. Paula Duke	130 Professional	Ms. Gina Massey
135 Technical	Mr. Sheila Husby	140 Clerical	Ms. Betty Pledger
150 Crafts/Trade	Mr. Ronald Collins	155 Service	Ms. Carrie Jackson

2005 Recipients

110 Administrative	Ms. Mimi Summersell	130 Professional	Ms. Sandy Toenes
135 Technical	Mr. Charlie McCants	140 Clerical	Ms. Sharon McDougald
150 Crafts/Trade	Mr. William Clark	155 Service	Ms. Ceola Paige

2006 Recipients

110 Administrative	Dr. Phillip Theodore	130 Professional	Ms. Kara Levens
135 Technical	Ms. Tonya Williams	140 Clerical	Ms. Marsha Butler
150 Crafts/Trade	Mr. Ronald Jowers	155 Service	Ms. Mamie Glover

2007 Recipients

110 Administrative	Ms. Ginny Turner	130 Professional	Ms. Jackie Hopkins
135 Technical	Ms. Denise Jowers	140 Clerical	Ms. Karen Burns
150 Crafts/Trade	Mr. Hardy McCracken	155 Service	Ms. Jacqueline Brown

2008 Recipients

110 Administrative	Mr. Victor Cohen	130 Professional	Ms. Donna Pigg
135 Technical	Ms. Cathleen Sanford	140 Clerical	Ms. Judy Sadler
150 Crafts/Trade	Mr. Charles Mitchell	155 Service	Ms. Mattie Brown

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 Tartt
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. Anna Gillman
135 Technical	Mr. Timothy Dexter	140 Clerical	Ms. Theresa Clark
150 Crafts/Trades	Mr. Deward Phillips, Jr.	155 Service	Ms. Patricia Young

2015 Recipients

110 Administrative	Ms. Denise Anderson	130 Professional	Ms. Emily Hughes
135 Technical	Mr. John Leach	140 Clerical	Ms. Dorothy Dickinson
150 Crafts/Trades	Mr. Mike Turner	155 Service	Mr. Thaddeus Wheaten

2016 Recipients

110 Administrative	Ms. Betty B. Bullock	130 Professional	Ms. Laura M. Anderson
135 Technical	Ms. Rosie C. Nard	140 Clerical	Ms. Letitia M. Myers
150 Crafts/Trades	Mr. Terry N. Silva	155 Service	Ms. Debra A. Koffron

2017 Recipients

110 Administrative	Mr. Jeff Davidson	130 Professional	Ms. Charlene Jordan
135 Technical	Mr. Rodger Smith	140 Clerical	Ms. Kathy Hurst
150 Crafts/Trades	Mr. Daniel Reed	155 Service	Mr. Kerry Williams

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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 no later than August 1, 2018. If you have questions, please call the Office of Alumni Relations at 251-460-7084

Updated 6/18