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. Andrea Kent, 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, Ms. Polly Stokley, Interim 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, MACQUEEN ALUMNI CENTER, 100 ALUMNI DR, MOBILE AL 36688 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 of 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 October 14, 2022 AT 4:00 P.M.**

   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, permanent, full-time or part-time (FTE of .50 or greater) 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 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
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>Craft/Trade</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>Ms. Carolyn Parham</td>
<td>Ms. Sally Cobb</td>
<td>Ms. Sharon Davis</td>
<td>Mr. Charles Lindauer</td>
<td>Ms. Barbara Shirvanian</td>
</tr>
<tr>
<td>2003</td>
<td>Ms. Kay Cherry</td>
<td>Ms. Brenda Hinson</td>
<td>Mr. David Summer</td>
<td>Mr. Mallard Guy</td>
<td>Ms. Jeanette Harper</td>
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<tr>
<td>2004</td>
<td>Ms. Paula Duke</td>
<td>Ms. Gina Massey</td>
<td>Mr. Sheila Husby</td>
<td>Mr. Ronald Collins</td>
<td>Ms. Carrie Jackson</td>
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<tr>
<td>2005</td>
<td>Ms. Mimi Summersell</td>
<td>Ms. Sandy Toenes</td>
<td>Mr. Charlie McCants</td>
<td>Mr. William Clark</td>
<td>Ms. Ceola Paige</td>
</tr>
<tr>
<td>2006</td>
<td>Dr. Phillip Theodore</td>
<td>Ms. Kara Levens</td>
<td>Ms. Tonya Williams</td>
<td>Ms. Marsha Butler</td>
<td>Ms. Mamie Glover</td>
</tr>
<tr>
<td>2008</td>
<td>Mr. Victor Cohen</td>
<td>Ms. Donna Pigg</td>
<td>Ms. Cathleen Sanford</td>
<td>Ms. Judy Sadler</td>
<td>Ms. Mattie Brown</td>
</tr>
<tr>
<td>2009</td>
<td>Ms. Jennifer Ekman</td>
<td>Ms. Karen Goodwin</td>
<td>Mr. Loyd Stacey Holt</td>
<td>Ms. Michelle Cagle</td>
<td>Ms. Annie Jones</td>
</tr>
<tr>
<td>2010</td>
<td>Mr. Gary Carley</td>
<td>Ms. Joanna Bowen</td>
<td>Ms. Judy Miller</td>
<td>Ms. Sue Reinhardt</td>
<td>Ms. Ruby Adams</td>
</tr>
<tr>
<td>2011</td>
<td>Ms. Vera Rogers</td>
<td>Ms. Cassie Woodall</td>
<td>Mr. Charles Hinton</td>
<td>Ms. Cheryl Tartt</td>
<td>Ms. Bobbie Snow</td>
</tr>
<tr>
<td>Year</td>
<td>Administrative</td>
<td>Professional</td>
<td>Clerical</td>
<td>Service</td>
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<tr>
<td>2012</td>
<td>Ms. Bridget Moore</td>
<td>Ms. Stephanie McDaniel</td>
<td>Ms. Courtney Coleman</td>
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<tr>
<td>2013</td>
<td>Ms. Susan Sansing</td>
<td>Ms. Angela Morehead</td>
<td>Ms. Kathy Vrachalus</td>
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<tr>
<td>2014</td>
<td>Ms. Angela Duffy</td>
<td>Ms. Anna Gillman</td>
<td>Ms. Theresa Clark</td>
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<tr>
<td>2015</td>
<td>Ms. Denise Anderson</td>
<td>Ms. Emily Hughes</td>
<td>Ms. Dorothy Dickinson</td>
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<tr>
<td>2016</td>
<td>Ms. Betty B. Bullock</td>
<td>Ms. Laura M. Anderson</td>
<td>Ms. Letitia M. Myers</td>
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<tr>
<td>2017</td>
<td>Mr. Jeff Davidson</td>
<td>Ms. Charlene Jordan</td>
<td>Ms. Kathy Hurst</td>
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<tr>
<td>2018</td>
<td>Ms. Sheila Washington</td>
<td>Mr. James Palomo-Saylor</td>
<td>Ms. Ellen Guy</td>
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<tr>
<td>2019</td>
<td>Mrs. Diane Baldwin</td>
<td>Dr. Sheila Ross</td>
<td>Mrs. Paula Jefferson</td>
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<tr>
<td>2020</td>
<td>Mrs. Belinda Bagget</td>
<td>Mrs. Cathy McCurley</td>
<td>Mrs. Bettina Kelson</td>
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<tr>
<td>2021</td>
<td>Ms. Brittney Carden</td>
<td>Ms. Ashley Lawson</td>
<td>Ms. Bernadette Standifer</td>
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</tbody>
</table>

CHRISTIE MIREE USA NATIONAL ALUMNI ASSOCIATION
OUTSTANDING EMPLOYEE SERVICE AWARDS NOMINATION FORM
NOMINATION DEADLINE: October 14, 2022, 4:00 P.M.

I wish to nominate the following employee for the USA National Alumni Association Outstanding Employee Service Award.

Name___________________________________________ J Number ____________________________

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:
Office of Alumni Relations, MacQueen Alumni Center 100 Alumni Dr, Mobile, AL 36688 or alumni@southalabama.edu no later than October 14, 2022 AT 4:00 P.M.
If you have questions, please call the Office of Alumni Relations at 251-460-7084