

## Governors State University Interoffice Memorandum

Originating Office: DEPARTMENT OF HUMAN RESOURCES

To: Faculty, Staff, and Students, GSU Community

From: Gail Bradshaw  
Director, Human Resources

Date: November 11, 2008

Subject: **SELECTION OF THE CIVIL SERVICE EMPLOYEE OF THE YEAR /2008**

The Employee of the Month Committee requests that the members of the University Community assist in the selection of the Civil Service Employee of the Year by casting **ONE** vote for **ONE** of the following. .

Check box	Name	College/Unit	Month
<input type="checkbox"/>	John DeYoung	University Library	December 2007
<input type="checkbox"/>	Connie Schrage	AASS/Trio	January 2008
<input type="checkbox"/>	Cynthia Turner	Facilities Development & Management	February 2008
<input type="checkbox"/>	Sheryl Jones-Harper	Business and Public Administration	March 2008
<input type="checkbox"/>	Adrienne Easterling	Human Resources	April 2008
<input type="checkbox"/>	Kathy Gustafson	College of Education	May 2008
<input type="checkbox"/>	Merri Walton	Financial Aid	June 2008
<input type="checkbox"/>	Jocelyn Harris	Financial Services & Comptroller	July 2008
<input type="checkbox"/>	Blondia Jasper	College of Education	August 2008
<input type="checkbox"/>	Ann Manning-Nagel	Financial Services & Comptroller	October 2008
<input type="checkbox"/>	Lana Bilyk	University College	November 2008

**Responses are due by November 21, 2008. The Employee of the Year Award will be presented on Civil Service Day, Friday December 5, 2008.** Please forward the completed form to Diane Jones in the Department of Human Resources. Ballots can also be placed in one of the Employee of the Month boxes or in mailbox outside of the Department of Human Resources.

**This form must have an original check mark and signature in order for your vote to be considered.**

Using the space, below please explain your choice. If more space is needed, please attach an additional sheet. See backside of this form for individual information and comments that were made on behalf of these candidates.

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**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

<b>Voters Printed Name:</b>	<b>GSU Community Member</b> <input type="checkbox"/> <b>(Explain below)</b>
<b>Voters Signature</b>	
<b>Faculty/Staff ID:</b>	
<b>Student ID:</b>	<b>Phone/ext:</b>

# Candidates for the Employee of the Month

 <p>John DeYoung</p>	<p>John is a Library Specialist in the University Library. His nominator wrote "John is consistently courteous and helpful as witnessed by his duties on the circulation desk as well as his eagerness to assist and share knowledge with colleagues, patrons, faculty and the GSU community."</p>
 <p>Connie Schrage</p>	<p>Connie is an Administrative Assistant to the Executive Director of the Trio Programs. One of her nominators wrote: "Stepping outside of her job, Connie tutors students on computer automation, accounting and other business related topics, she has often stayed late into the evening to work with students. She is truly the glue that holds our office together and a great asset to the University."</p>
 <p>Cynthia Turner</p>	<p>Cynthia is a Building Service Worker in Facilities, Development &amp; Management. Her nominator wrote "Cynthia demonstrates an extraordinary commitment to cleaning, she excels in this task. She performs her job with a smile and is always courteous to faculty, staff and students.</p>
 <p>Sheryl Jones-Harper</p>	<p>Sheryl is a Business-Administrative Associate in Center Point, the Small Business Development Center in the College of Business &amp; Public Administration. "Sheryl works beyond the call of duty. She makes a significant contribution to the University by promoting our programs. She performs her tasks with an upbeat attitude and great enthusiasm." As part of the award, the Employee of the Month also receives a preferred parking space, which Sheryl generously gave to a friend recovering from a car accident.</p>
 <p>Adrienne Easterling</p>	<p>Adrienne is a Human Resources Assistant. "For many, Adrienne is the first contact with GSU. She takes extra time to explain how our office works, offering step by step assistance, whether on the phone or in person. I believe that she is one of GSU's finest examples of exemplary performance, asking 'Why Not' about many of the traditional ways to provide service to fellow employees, faculty, students, retirees and GSU guests."</p>
 <p>Kathy Gustafson</p>	<p>Kathy is an Office Manager in the College of Education. She is an "One in a million employee that is always willing to go the extra mile for anyone or any project to enhance its success". Kathy is a hard worker, great motivator and excels in multi-tasking. Her value to her department is immeasurable and she has proven to be a great asset to the College of Education</p>
 <p>Merri Walton</p>	<p>Merri is a Financial Aid Advisor who goes up and beyond her call of duty. She is very courteous and helpful to students going through the financial aid process. She has been commended for her patience, even when the office is very busy. She makes sure that her students do not feel rushed and she takes extra care to answer any questions, even if it's related to other departments.</p>
 <p>Jocelyn Harris</p>	<p>Jocelyn is an Account Technician II who goes up and beyond what her job duties requires. She is extremely helpful in assisting staff, faculty and vendors with various tasks. She is a pleasure to work with, always willing and never complains. Her knowledge of various computer programs, hard work and ability to be a quick learner has made Jocelyn a great asset to the business department. Jocelyn keep up the good work!</p>
 <p>Blondia Jasper</p>	<p>Blondia is an office manager and is a pleasure to work with. She is always willing to lend a helping hand. She is highly dedicated to her job and exemplifies excellent leadership abilities. Her multi-tasking skills are well observed and appreciated. She handles her responsibilities, co-workers and students with great professionalism.</p>
 <p>Ann Manning-Nagel</p>	<p>Ann is an accountant who has total dedication to her job and the community. She is always willing to go that extra mile to get the job done. You can often find her at her desk in the late evening and on Saturdays. With all her outside activities, she still finds the time to serve on the Civil Service Senate and on several other committees at the University.</p>
 <p>Lana Bilyk</p>	<p>Lana has many responsibilities in her position as a Business Associate for SIDL, yet she continues to be patient and helpful with students and her colleagues. She speaks with prospective students articulately with care and concern. She is consistently courteous and helpful to all she comes in contact with. She decorates the office or prepares something special for the staff birthdays. Lana takes her job seriously and loves what she does. Lana, you are truly a gem to your students and fellow employees. It's an honor and pleasure to work with you.</p>