I have been on the IAI Engineering Panel for 12 years, and I have never seen an IAI submitter from any of the universities and community colleges have the care and concern of Dawn. She carefully looks through all the documentation and compares it to our syllabi and even notices things that are of the smallest detail. For example, she asked me about a certain IAI criterion related to spending at least 1/3 of the course on rigid bodies. I laughed because it turns out the criterion was placed on the wrong IAI descriptor and it has probably been that way for about 3 years. However, Dawn is so careful and checks everything and noticed that difference. She also is willing to contact the faculty multiple times to make adjustments to syllabi to help them provide the best possible documentation to get IAI approval. Additionally, we are implementing a new curriculum system at COD called Courseleaf. She has been helping with the transition. Being a DCC chair, I noticed a course was not going through the system and contacted Dawn. It turns out Dawn already had noticed the error and had already been working on a solution for a few days. There are so many bugs and other issues that can occur when switching software, but Dawn’s attention to detail has made the transition easy.
NOMINEE INFORMATION

Name
Joan Bradford

Department
Academic Affairs

NOMINATOR INFORMATION

Name
Sarah Magin

Title
Adjunct Faculty

Department
Liberal Arts

Choose the criteria that best describes why this person is being nominated: (may select multiple)

- Core Values
- Service Excellence
- Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

On a daily basis, Joan Bradford enacts COD’s mission, values, and organizational goals in the way she manages and maintains COD’s Adjunct Faculty Centers. Joan is always respectful and helpful in her interpersonal interactions, and goes above and beyond to benefit COD’s adjunct faculty, students, and greater academic community. As an adjunct faculty member, I have directly benefited from Joan Bradford’s commitment to facilitate and support student success. I rely on Joan’s support to provide my students with the superior class materials, instruction, and resources that establishes the high quality education that COD is known for. Furthermore, Joan has volunteered to help screen employees and students for COVID-19 in order to keep our community safe.

Tips for Writing a Winning Award Nomination:

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2. When writing the nomination, address the criteria.
3. Be specific. Use real examples that illustrate or measure the accomplishments of the nominee.
4. Read the nomination aloud to yourself. Is it compelling? Does it address the criteria? Consider asking a colleague to review the nomination and offer suggestions.

For Human Resources Use Only:

Date received:

Semester to be included in:
College of DuPage
I AM COD AWARD
Individual Employee Nomination Form

NOMINEE INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Joan Bradford</td>
<td>Part Time faculty center</td>
</tr>
</tbody>
</table>

NOMINATOR INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
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<tbody>
<tr>
<td>Richard Flint</td>
<td>Adjunct Faculty</td>
<td></td>
</tr>
</tbody>
</table>

Choose the criteria that best describes why this person is being nominated: (may select multiple)

- [x] Core Values
- [x] Service Excellence
- [x] Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

Joan has a difficult job: applying administrative policies to the adjunct faculty through the two adjunct faculty centers; delivering messages from students to their teachers; contacting maintenance when physical services fail. She has patience, tact and charm. I've seen Joan help students contact their professors; help new adjuncts find the appropriate contact persons in their divisions; and direct maintenance employees to broken pieces of equipment, especially pcs and copiers. Her breadth of responsibility is astonishing but I've never heard her complain or take credit.

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NOMINEE INFORMATION
Name
Jennifer Butler
Department
Liberal Arts

NOMINATOR INFORMATION
Name
Shabana Khan
Title
Instructor
Department
English

Choose the criteria that best describes why this person is being nominated: (may select multiple)

☐ Core Values  ☐ Service Excellence  ☐ Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

Jen is my ‘Go to’ person for all questions and concerns. Each day comes with its own unique challenges and confusions. I email or call Jen with my concerns and she is prompt in responding either with specific answers, or lets me know who I can approach with my queries.
I remember an instance when I felt pressured by a counterintelligence investigator who was trying to get some information about one of my students, and with Jen's guidance, the issue could be resolved amicably.
Having a solid, reliable, and supportive anchor in a diverse setting such as ours, is indeed a great blessing! I don't know what I would do without her!

Tips for Writing a Winning Award Nomination:
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<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Jennifer Butler</td>
<td>Liberal Arts</td>
</tr>
</tbody>
</table>

NOMINATOR INFORMATION

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Suzanne Wielgos</td>
<td>Adjunct</td>
<td>English/Liberal Arts</td>
</tr>
</tbody>
</table>

Choose the criteria that best describes why this person is being nominated: (may select multiple)

- ☒ Core Values
- ☒ Service Excellence
- ☒ Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

Jen has navigated the intense situation over the last 18 months with professionalism, grace, empathy, and kindness. She has always stayed in close communication with adjuncts whether working remotely or from campus, providing timely updates on campus procedures, available training, course scheduling, and a myriad of other issues. I can’t imagine how she has been able to manage so many intricate, layered issues amid the move to remote learning and the subsequent transition back to campus so far, and I have been grateful for her dedication to the department and to the mission of the College. In particular, when the summer 2021 course schedule needed adjustment, she was quick to reach out to find a speedy resolution to a very complicated schedule with many moving parts. Despite all of this, Jen responds to emails quickly and thoroughly. Jen also helps enormously with the administration of the annual WOTE conference, providing support for adjuncts to share knowledge and, therefore, enhancing adjunct teaching.

In short, adjuncts in Liberal Arts are very fortunate to have Jen working with us; she is an incredibly valued and highly-esteemed colleague.

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**NOMINEE INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Tamikia Charles</td>
<td>Student Financial Assistance</td>
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</tbody>
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**NOMINATOR INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Jenny Madsen</td>
<td>Financial Aid Representative</td>
<td>Student Financial Assistance</td>
</tr>
</tbody>
</table>

Choose the criteria that best describes why this person is being nominated: (may select multiple)

- [ ] Core Values
- [x] Service Excellence
- [ ] Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

I would like to recognize Tamikia Charles for the excellent support she provides to the Office of Student Financial Assistance and the wonderful service she gives to our students. Tamikia always tries to motivate her coworkers to provide exceptional service and brings ideas to leadership to improve processes. She is usually the first to volunteer when we need help with covering duties if we are short staffed and doesn’t hesitate to jump in when she sees someone in the need of help. Tamikia is the face of the Student Financial Assistance Office because she often works at our front counter. She always greets our students with a smile. She seeks out opportunities for training and knowledge because she wants to make sure she is providing accurate and up to date information to our students.

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**Semester to be included in:**

Submit
**College of DuPage**

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Individual Employee Nomination Form

### NOMINEE INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Addie Cooke</td>
<td>Dean of Students</td>
</tr>
</tbody>
</table>

### NOMINATOR INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Krystina LaSorsa</td>
<td>Interim Manager</td>
<td>Career Services Center</td>
</tr>
</tbody>
</table>

Choose the criteria that best describes why this person is being nominated: (may select multiple)

- [X] Service Excellence
- [ ] Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

Addie Cooke is the most helpful, patient and motivating individual I have had the pleasure to engage with on a larger scale since the pandemic began.

Addie’s knowledge of the college and processes are extremely helpful and her willingness to share her knowledge is beyond appreciated.

Addie shows excitement and curiosity in programming expressed by Student Affairs staff and she always supports the mission of student success. She provides a perspective of serving students from her role that is different than my role and helps me think in new ways.

Addie is outstanding.

### Tips for Writing a Winning Award Nomination:

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[Submit]
Nominee Information

Name: Anne Marie Dando
Department: Procurement Services

Nominator Information

Name: Theresa Dobersztyn
Title: Manager-Procurement Services
Department: Procurement Services

Choose the criteria that best describes why this person is being nominated: (may select multiple)

- Core Values
- Service Excellence
- Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

Anne Marie Dando has served the College of DuPage in several different capacities and is currently the longest serving employee of the Procurement Services Team. Her knowledge and experience benefits everyone she comes in contact with daily. Anne Marie upholds the integrity of the department and the College as a whole by always following protocol while keeping in mind that she is responsible for not only meeting the needs and expectations of College employees but also the taxpayers of the district in the most responsible manner. Anne Marie is always very courteous and respectful while delivering excellent customer service to College employees as well as vendors on a daily basis. Anne Marie is extremely patient while taking the time to explain in detail to employees the steps required in order to meet their needs. Anne Marie is always willing to go the extra mile in order to meet the needs of our customers and has worked countless hours of overtime in order to keep up with the demands and never ending workflow of the department while we are currently short staffed.

If Anne Marie sees that someone is having difficulty with our new eProcurement System, ESM Purchase, she reaches out to the employee and schedules individual training sessions over Zoom in order to screen

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I AM COD AWARD
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<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Anne Marie Dando</td>
<td>Procurement Services</td>
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</tbody>
</table>

**NOMINATOR INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
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<tbody>
<tr>
<td>Kevin Casey</td>
<td>Buyer</td>
<td>Procurement Services</td>
</tr>
</tbody>
</table>

Choose the criteria that best describes why this person is being nominated: (may select multiple)

- [ ] Core Values
- [ ] Service Excellence
- [ ] Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

Anne Marie is the most thoughtful, helpful and patient person I have met here at the College. We have recently transferred over to the new ESM system, and many users from the various departments have been having a hard time navigating and learning the new system. Anne Marie reaches out to each and every one of them and walks them through the process from beginning to end. She always follows up with them to see if they have any other questions or issues.

As one of her 2022 Training goals, Anne Marie meets regularly with each department to see if there are any issues or concerns that she or our department can address.

We are very shorthanded in our office, and even though her plate is full trying to keep up with the workload, Anne Marie is always willing to put her work aside to help me and anybody else who needs it.

Anne Marie is here every morning before I arrive and many times still here when I leave. She also works

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<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Lisa Erl</td>
<td>Business Services</td>
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NOMINATOR INFORMATION

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
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<tbody>
<tr>
<td>Anne Marie Dando</td>
<td>Procurement Assistant</td>
<td>Procurement Services</td>
</tr>
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</table>

Choose the criteria that best describes why this person is being nominated: (may select multiple)

- [x] Core Values
- [x] Service Excellence
- [x] Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

Lisa Erl is a Level V Administrative Assistant with many responsibilities to which she does exceedingly well, but one may be surprised to know that contract review is an added responsibility that Lisa has embraced. When I ponder all that is involved in reviewing contracts, I am overwhelmed. Attention to detail, skill and concentration are paramount to ensure COD’s needs are met and lawfully protected. In fact, every single contract review necessitates all of COD’s core values at the highest level: Integrity, Honesty, Respect, Responsibility, Equity and Service Excellence. She prepares app. 1000 contract reviews per year comprising of millions of dollars. Lisa is the main contact and facilitator of the ESM Contract Management system which has been a challenging journey to say the least. She attends and supports all ESM Project Status Meetings, Team Meetings, Contract Management Meetings, set up, training and troubleshooting. Lisa facilitates daily interaction with requesters and vendors to address all issues and reconcile roadblocks along the way. Lisa is consistently kind, helpful, patient and professional. Her dedication, drive and work ethic are exceptional! She is a silent force that provides superior support that benefits every walk of life at COD including students, employees, vendors and the community at large. Lisa is most worthy of the I AM

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Submit
# Nominee Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Marie Galvan</td>
<td>Marketing &amp; Creative Services</td>
</tr>
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# Nominator Information

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Laurie Jorgensen</td>
<td>Director, Marketing &amp; Creative Services</td>
<td>Marketing &amp; Creative Services</td>
</tr>
</tbody>
</table>

Choose the criteria that best describes why this person is being nominated: (may select multiple)

- [x] Core Values
- [x] Service Excellence
- [x] Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

This Spring our Social Media Specialist resigned.

While the department was going through the hiring process for a new social media specialist, Marie -- who handles all of the paid digital marketing for the College -- took on additional duties in order to maintain the College’s social media presence during this time. This included social media to promote the beginning of the fall term and virtual STEM Week, which included several social media takeovers that Marie arranged. For four months, Marie did an outstanding job of maintaining her regular job duties while meeting the College’s social media needs.

Marie not only greatly contributed to the team, but she utilized innovation and her go-getter attitude to further enhance the College’s social media efforts. She was instrumental in creating the College’s first-ever “gif photo booth” that captured the essence of students, which helped boost our social media engagement on the official COD Facebook and Instagram pages. She also took the initiative to walk

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Elizabeth is a terrific ambassador for the college. Over the summer, she stepped up to lead many of us (including continuing Honors students, Board members and administrators) during a drive-up gift box event for in-coming Scholars Award students. (Scholars Award students are high school graduates who received the Presidential, Board of Trustees or Deans Scholarship.) Elizabeth gave us clear instructions and worked hard all day. Several of the student volunteers told her that she had been the one who helped them register when they first came to COD, or she had been the one who told them about COD at their high school. The following week, I was on campus and observed Elizabeth cheerfully helping students register for classes in the atrium area. She didn’t see me, but I observed how kind and patient she was with the new students. She was also able to explain things in Spanish, which seemed especially helpful for some bewildered-looking parents. They say that integrity is what you do when no one is watching. Well, I was watching when she didn’t know it, and I think she has the utmost integrity. We’re lucky to have her as our representative in the community.
**Nominee Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Ryan Kaiser</td>
<td>Athletics</td>
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**Nominator Information**

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<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
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<tr>
<td>Diana Del Rosario</td>
<td>Assistant Provost</td>
<td>Student Affairs</td>
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</table>

Choose the criteria that best describe why this person is being nominated: (may select multiple)

- [x] Core Values
- [ ] Service Excellence
- [ ] Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

Ryan Kaiser arrived to COD at the beginning of 2020 and a month after his starting date, the College had to close the campus facilities due to the pandemic. As an incoming Athletic Director, still learning the COD culture and administrative structure, he understood that he had an immediate responsibility to engage the athletics staff and coaches using a more holistic approach to support student athletes. He initiated ZOOM check-in meetings to make sure the teams were still doing well mentally and physically. He monitored the ability to reopen the facilities for fitness support and as soon as he and his team were able to have protocols approved, he offered physical fitness sessions to athletes to help them reconnect, feel part of a team and remain competitive. This required coaches and full-time staff to come to campus and support the creation of “team pods” to schedule students into properly distanced small groups. The engagement via ZOOM, the physical fitness support, and preparation to keep the teams strong physically and mentally worked. That momentum allowed to retain athletes and attract new recruits for this academic year. Ryan has been leading his team by exemplifying all of the COD core values. He is committed to his role and the energy and time he invests, has translated into increased success for our.

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Krystina LaSorsa</td>
<td>Career Services Center</td>
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<th>Name</th>
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<tbody>
<tr>
<td>Pierre Michiels</td>
<td>Career Specialist</td>
<td>Career Services Center</td>
</tr>
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</table>

Choose the criteria that best describes why this person is being nominated: (may select multiple)

- [x] Core Values
- [x] Service Excellence
- [x] Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

For the last 2+ years Krystina has been going above and beyond expectations to enhance the services provided to students. In this time, she has been serving as Interim Career Services Manager in addition to continuing all responsibilities as Assistant Manager of Career Services. During this time of performing two full-time essential lead roles for the department, during the pandemic mind you, she oversaw the incorporation of innovative approaches that have increased office efficiency and reach to students. With the department now operating at half-staff (to no fault of her own), the use of the new service request form has allowed the team to maintain productivity without compromising services or quality provided. Additionally, she sought out, advocated for, and coordinated the implementation of software that leverages the needs of students resulting in an increased number of students served and creating a stronger connection between Career Services and faculty partners. But that is not all! As Assistant Manager working heavily on internship and service learning, she saw a gap in students’ career preparation and awareness. As a result, she has been instrumental in implementing the new yearlong Career Ready Scholar program, which focuses on building career readiness by addressing financial

**Tips for Writing a Winning Award Nomination:**

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Semester to be included in:
NOMINEE INFORMATION
Name: Robert Marek (Bobby)  Department: Finance

NOMINATOR INFORMATION
Name: Judy Vosicky  Title: Accounting Supervisor  Department: Finance

Choose the criteria that best describes why this person is being nominated: (may select multiple)
- Core Values
- Service Excellence
- Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

Bobby Marek takes pride in his work and always strives to give his all in whatever task he is involved in. He is extremely dedicated to the College and always goes above and beyond in his duties, especially when he comes across an issue that needs to be investigated or when another college department requires help. For example, Bobby took it upon himself to head off Human Resources and Payroll issues by checking payroll reports after each payroll was run. He even continues to do this while he is on vacation, if possible, because he doesn’t want this type of issue to be found at a later date. Toni Stella recently shared with me, “Many of the people I work with in the Budget Office also work with our accountants in Financial Affairs. On several occasions, I have heard of examples of how Bobby has gone above and beyond to help a department in need of assistance. In the email communications I have been copied on, he has always been patient, courteous, respectful, and empathetic when addressing an issue.” Maggie Ogrodny also recently told me, “that after the implementation of the new Managed Print Services provider (aka refreshing all copiers and printers at all COD campuses) Bobby has been a tremendous help in keeping contract costs accurate. He was provided with an overwhelming amount of documentation on

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<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Shabina Patel</td>
<td>Naperville Center</td>
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</tbody>
</table>

**NOMINATOR INFORMATION**

<table>
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<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Richard Flint</td>
<td>Adjunct</td>
<td>Mathematics</td>
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</table>

Choose the criteria that best describes why this person is being nominated: (may select multiple)

- [ ] Core Values  
- [ ] Service Excellence  
- [ ] Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

Shabina is one of the most positive people I know. Her intelligence, charm, and welcoming nature turn every encounter into a positive experience. I’ve seen her interact with new students and new staff members and, especially in these anxious pandemic times, convey warmth and competence. She listens empathetically and well.

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4. Read the nomination aloud to yourself. Is it compelling? Does it address the criteria? Consider asking a colleague to review the nomination and offer suggestions.

**For Human Resources Use Only:**

Date received:  
Semester to be included in:  

[Submit]
College of DuPage
I AM COD AWARD
Individual Employee Nomination Form

NOMINEE INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Resnick</td>
<td>Accounts Receivable</td>
</tr>
</tbody>
</table>

NOMINATOR INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nishia Ikezoe Heard</td>
<td>Senior Student Financial Aid Specialist</td>
<td>Office of Student Financial Assistance</td>
</tr>
</tbody>
</table>

Choose the criteria that best describes why this person is being nominated: (may select multiple)

- [x] Core Values
- [ ] Service Excellence
- [x] Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

As a part of the HEERF committee, Michelle Resnick has taken the lead on reviewing thousands of applications from students and awarding millions of dollars to students. Michelle was instrumental in creating the applications for students every semester (for the past 4 semesters). Additionally, she found a way to streamline the application review process by creating Macros to help award students as soon as possible. Lastly, Michelle has gone above and beyond to keep a watchful eye on the funds to ensure the funds are being awarded and disbursed to the correct populations.

The additional work that has been placed on her and her office as a result of managing the HEERF funds is difficult to quantify. However, Michelle has kept a positive attitude throughout the entire process and has never hesitated to offer support. Lastly, it should be noted that Michelle has given valuable feedback and suggestions on how to best manage and award the funds.

Tips for Writing a Winning Award Nomination:
1. Review the sample nominations.
2. When writing the nomination, address the criteria.
3. Be specific. Use real examples that illustrate or measure the accomplishments of the nominee.
4. Read the nomination aloud to yourself. Is it compelling? Does it address the criteria? Consider asking a colleague to review the nomination and offer suggestions.

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Jennifer Stewart is the perfect example of our core values, displays service excellence in everything she does and performs exceptional. Jennifer is student centered, by being our outreach person. She keeps up with the latest changes with regulations that will impact the student population. She organizes the FAFSA virtual sessions so students can still receive the assistance they need. She is an asset in our office, she goes out of her way to train and assist her fellow reps with anything that they need. Its rare to hear Jennifer say no, she is always willing to help, learn and collaborate.

Another example that displays our values, is that she breaks down financial aid down to laymen terms for the students and families. Financial aid has a lot of jargon and if a person doesn’t work in the financial aid realm, they will not understand what we are trying to explain. She creates cheat sheets, check lists and any other material that she feels would assist the student and the family to understand our terminology.

Tips for Writing a Winning Award Nomination:
1. Review the sample nominations.
2. When writing the nomination, address the criteria.
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# Nominee Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Deborah Zelman</td>
<td>Music</td>
</tr>
</tbody>
</table>

# Nominator Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee Kesselman</td>
<td>Chair &amp; Professor</td>
<td>Music</td>
</tr>
</tbody>
</table>

Choose the criteria that best describes why this person is being nominated: (may select multiple)

- [ ] Core Values
- [x] Service Excellence
- [x] Exceptional Performance

What was the situation and when did it occur? Describe the impact on students/employees/community.

From the first day this employee assumed the duties of Applied Music Coordinator, she has gone above and beyond her stated responsibilities to provide excellent service for students, faculty, staff and community members. In addition to coordinating private lessons for credit and CE students, she has taken on a portion of student advising, communications with Applied Music faculty, outreach to local high schools, faculty recitals, and countless other ways of improving our level of service in the music program. Over and over again, students and faculty have reached out to me to praise her listening and communication skills, her energy for the institution and her general caring for the people involved. Deb Zelman is a model of our Core Values and her daily work reflects positively on our Program and Institution. Never once has she fallen short of stated goals, in fact she often volunteers to introduce public programs, draft a new advertisement for private lessons, pursue a new initiative for high school recruitment or design a new system for student recitals or studio reservations. It is difficult to imagine the smooth functioning of the complicated music program without the warm and caring contributions of Deb Zelman.

**Tips for Writing a Winning Award Nomination:**

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3. Be specific. Use real examples that illustrate or measure the accomplishments of the nominee.
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