



Dear BASC Employee,

This letter is the official call for nominations for BASC Employee of the Year awards. This is our annual opportunity to celebrate our employees who demonstrate the BASC Touch each and every day. The BASC Employee of the Year awards are intended to recognize hourly employees who exemplify the BASC values: Teamwork, Organizational Integrity, Passion for Excellence and Stewardship.

The winners of these awards are chosen by an employee committee. Anyone in BASC can nominate an hourly employee in good standing from any of the BASC operations— Dining, Bookstore, Parking/Transportation, Business Services, Business Development, College Events or Administration. We have separate programs to recognize managers, student managers and student employees. They can nominate hourly employees for these awards but they are not eligible to be nominated.

Think about all the great things your co-workers do. We want everyone to know about our best-of-the-best, so please consider making a nomination! Please use the nomination form below and on the back of this letter. The **deadline for nominations is March 21, 2011** and they should be sent to the BASC Administrative Office; Attn: Betty Drennen.

Sincerely,

Diane R. Dimitroff
Executive Director

2011 EMPLOYEE OF THE YEAR NOMINATION FORM

NOMINEE'S NAME _____ UNIT _____

NOMINATOR'S NAME _____ UNIT _____

NOMINATOR'S SIGNATURE _____ DATE _____

Note: Individual nominations are required—only one employee signature per form.

Please use the space provided or attach a separate nomination letter to explain why this employee deserves the BASC employee-of-the-year recognition. Return all nominations to the BASC Administrative Office, Attention **Betty Drennen** by **Monday, March 21, 2011**.

Recipients should be in good standing and exemplify the corporate values of **Team, Organizational Integrity, Passion for Excellence and Stewardship**.

Please be sure to address these characteristics in your nomination. If you know someone who role models these values and would like assistance in writing the nomination, contact any of your managers or Betty Drennen.

Return all nominations to the BASC Administrative Office, Attention Betty Drennen, by Monday, March 21, 2011.

TEAM.

We respect one another, come to work each day with a positive attitude, and create a favorable work environment. We value the strength that a diverse team creates. We value open and honest communication. We celebrate our successes and have fun!

ORGANIZATIONAL INTEGRITY.

We operate with the best interests of the College in mind. We follow the rules. We value honesty, ethics, and transparency. We take ownership and personal responsibility for our actions. We create trust with our customers and each other as an organization.

PASSION FOR EXCELLENCE.

We pride ourselves on providing outstanding customer care and in making each impression a positive one. We value quality, service, and professionalism. We are risk-takers who take initiative and value innovation and continuous improvement.

STEWARDSHIP.

We manage resources efficiently to create and preserve value for our customers. We value safety and make it a key priority. We take care of the environment and provide campus leadership in sustainability.

Please use additional sheets if necessary.