

SEP/OCT 2005

AUXILIARY SERVICES
A DIVISION OF CAMPUS SERVICES

AZZ

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EMPLOYEES IN THE NEWS

NEW EMPLOYEES

Lula Wall

Accounting Clerk, Senior
DukeCard Office

Bradley Moore

Food Service Worker I
Dining Services

Christopher "Chris" Dye

Department Coordinator
Duke University Stores

Beth Peloquin

Manager, Nasher Museum
Duke University Stores

William Earls

Utility Worker
University Housekeeping

Thomas Montgomery

Utility Worker
Duke Housekeeping

Colquitt Dennis

Utility Worker
Duke Housekeeping

Deborah Thorpe

Utility Worker
Duke Housekeeping

Bryan Meadows

Utility Worker
Duke Housekeeping

Aretha Rhodes

Housekeeper Specialist
University Housekeeping

Kevin Taborn

Food Service Worker I
Dining Services

Marvin Singletary

Utility Worker
University Housekeeping

Births

Congratulations to **Janice Reaves**, staff specialist, Duke Stores, on the birth of her granddaughter, Haley Faith Reaves. Haley was born August 21, 2005 weighing in at 5 pounds 14 ounces.

Promotions

Congratulations to **Cynthia Johnson**, Dining Services, on her promotion to lead production worker.

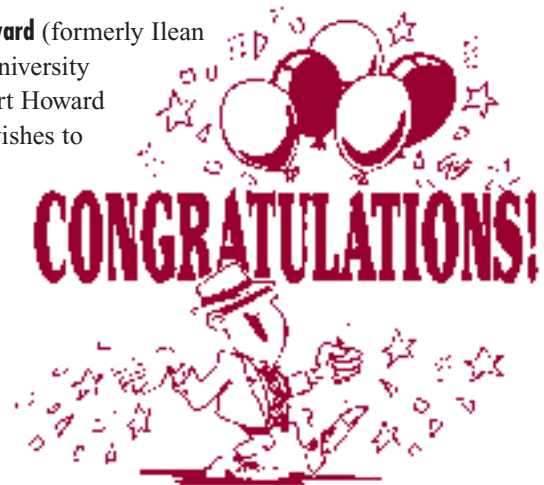
Congratulations to **Ronald Bullock**, Dining Services, on his promotion to food service worker II.

Congratulations to **Barbara, Stokes**, Dining Services, on her promotion to assistant director.

Congratulations to **Joyce Williams**, Dining Services, on her promotion to lead food service worker.

Marriages

Congratulations to **Ilean Howard** (formerly Ilean Johnson), manager, Duke University Stores! Ilean married Robert Howard on October 8, 2005. Best wishes to this lovely couple!



A2Z

Auxiliary Services

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A2Z is available online at <http://auxweb.duke.edu/com>
and in alternative media on request.

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with questions, comments or suggestions.

EMPLOYEES IN THE NEWS

Retirements

Congratulations to **Aleise Gyant**, lead production worker, Dining Services, on her retirement! Aleise has been with Duke for forty-three years. Her official retirement date is January 1, 2005.

Congratulations to **Mary Rogers**, housekeeper, University Housekeeping, on her retirement! Mary has been with Duke for twenty-four years. Her official retirement date is February 9, 2005.

Congratulations to **Marie Young**, staff specialist, Duke University Stores, on her retirement! Marie has been with Duke for thirty-two years. Her official retirement date is October 31, 2005.

Congratulations to **Karen Willis**, supervisor, University Housekeeping, on her retirement! Karen has been with Duke for twenty-eight years. Her official retirement date is October 31, 2005.

Achievements

Congratulation to **Roland Falana**, general manager, Duke Stores! Roland recently received his Masters of Public Administration Degree from North Carolina Central University. He just learned, however, that he graduated with honors — Magna Cum Laude. Apparently the school had not computed his grade point average correctly when he graduated this past May.

Congratulations to **Jim Wulforst**, director, Dining Services! Jim recently received the NAFEM's Doctorate of Foodservice Award. This award is presented by NAFEM, SFM and NRA (National Association of Food Equipment Manufacturer's, Society for Foodservice Management and National Restaurant Association). The award recognizes Jim's contributions to the Food Service Industry over the last 25 years and as President (2004-2005) of the Society for Foodservice Management. Jim was also recognized by the Duke/Durham Police Department and was presented with the Coveted Badge Award. This award recognizes someone outside of the department who professionally and personally provide extraordinary support and service to the department.

Congratulations to Robert Lee Carver II, the son of **Robert Carver**, IT specialist, DukeCard Office. Robert was awarded The John Marshall Henderson Scholarship from Northside Baptist Church for his academic achievement.

Congratulations to Whitney Williams, the daughter of **Willie Williams**, manager, Duke University Stores. Whitney was awarded a four-year college scholarship by the State Employees' Credit Union Foundation. The scholarship was awarded to five individuals for studies at universities within North Carolina's 16-campus UNC System.

NEW EMPLOYEES

Gwendolyn Kimble

Housekeeper Specialist
University Housekeeping

Kareem Moody

Postal Clerk
Duke Postal Operations

Roosevelt "Ty" Herring

Special Events Technician
Event Management

April Kivett

Business Office Supervisor
Event Management

Margaret "Marcy" Edenfield

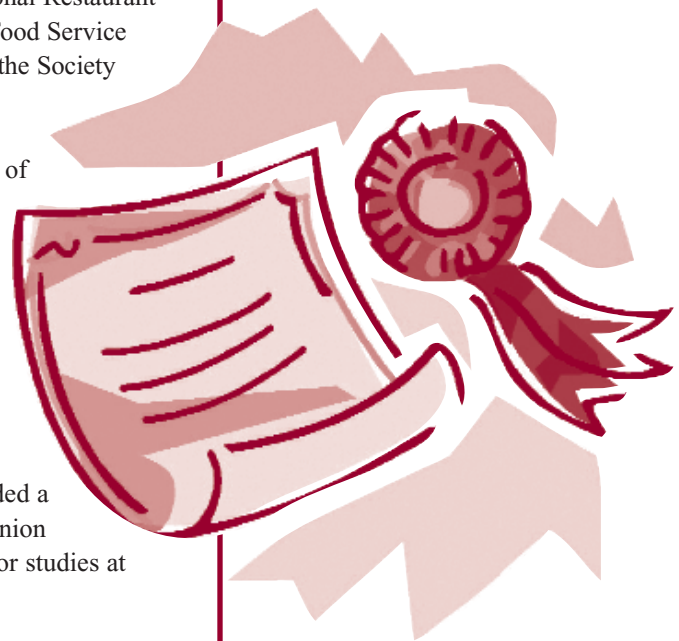
University Box Office Manager
Event Management

Albert Halloway

Utility Worker
University Housekeeping

Stephen Conrad

Clerk V
Duke University Stores



University Box Office Gets New Ticketing System

Out with the old and in with the new! That is exactly what the staff at the University Box Office (located on the top floor of the Bryan Center) were faced with when they learned that the ticketing system they were using called Prologue would no longer be supported by the company. As such, they quickly began searching for a replacement.

Well ... I am pleased to announce that they now have a new system called Patron Edge, and they are very excited about what it can do. "The new system is much more user friendly," says **Marcy Edenfield**, manager of the University Box Office. "The students have picked up on it like wild fire. They just sit down and can pretty much figure it out without anyone giving them instructions ... so the training time on that end has definitely decreased. This system is a windows based SQL database, so it is much more flexible as far as what you can build into it."

The University Box Office launched Patron Edge on September 1st, but according to Marcy the new system had its first real test run on September 6th. "We had over 50 events go on sell at once for Duke performances. We had myself, Chuck Catotti [director of Event Management], and all three of my staff and three students, and all of phone lines were ringing ... several people could not get through. We did several thousand dollars worth of business both online and by phone ... so it was a really great thing to see ... we learned a lot."

Marcy says the most exciting part of the new system is its website capabilities. "When someone purchases a ticket on-line they can see the seating chart and actually pick their own seat. The website also has great pictures and descriptions, as well as calendar capabilities, which allows the user to make a more informed decision. The old system did not have these features, so the new system gives people much more control over how they spend their money," notes Marcy.

If you are interested in more information or attending any of the performances at Duke, you can visit their website at <http://www.tickets.duke.edu> or you can simply give them a call at 684-4444.



▲ *University Box Office*

DukeCard Reaches Out On-line

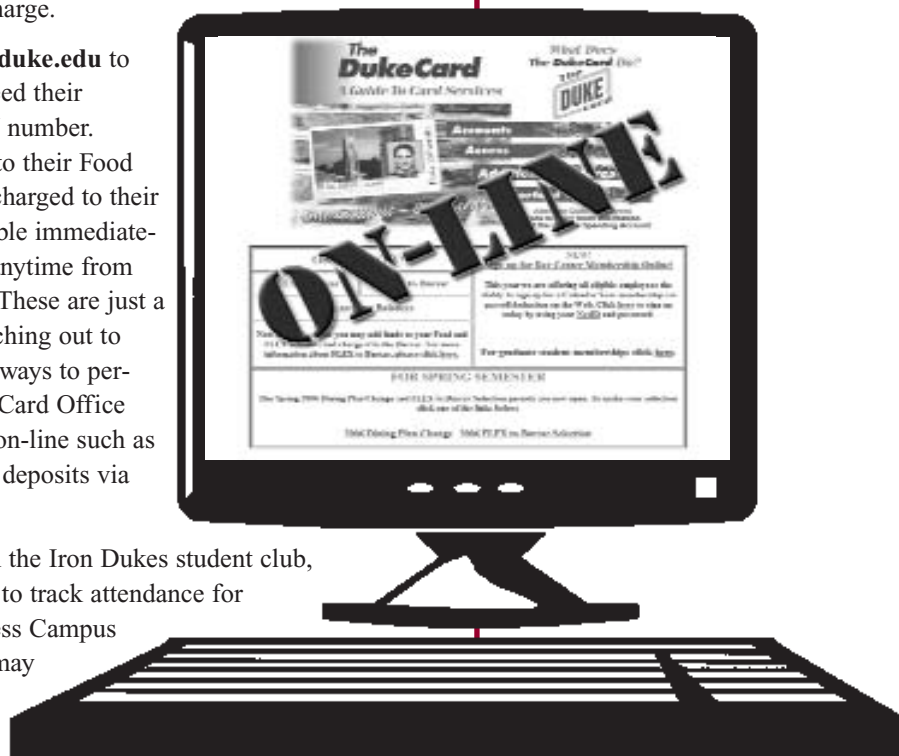
By: Matt Drummond

The DukeCard Office continues to add more services on-line to improve customer service for its cardholders. The DukeCard Office has already provided Dining Plan selection and Recreation Center Membership sign-up on-line, previously featured in A2Z, and now expand these services to include Account Balance Inquiry and Food and FLEX deposits via Bursar Charge.

All cardholders may visit <http://dukecard.duke.edu> to view their account balances. One would need their DukeCard number and their DukeCard PIN number. Students also have the ability to add funds to their Food and FLEX accounts and have the deposits charged to their Bursar account. These funds will be available immediately for use and allow students to add funds anytime from the comfort and safety of their own room. These are just a couple of ways the DukeCard Office is reaching out to provide its cardholders with more efficient ways to perform basic DukeCard functions. The DukeCard Office will continue to look to add more services on-line such as Web Statements, Problem Report form and deposits via eCheck.

The DukeCard Office has also worked with the Iron Dukes student club, The Inferno to provide them with a service to track attendance for athletic events using the DukeCard's Wireless Campus Card Terminals. Members of The Inferno may visit The Inferno's website to pay for their membership fee using FLEX and to view their current attendance balance to track their progress for earning rewards.

Another new feature this year, in conjunction with Duke Student Government and the Head Line Monitor for K-Ville, is the Cameron Craze Counter. This will allow students to monitor the real-time attendance update into a basketball game on-line. Students will be able to view the number of students who have entered a particular game and estimate the number of seats still available.



Susan Stewart

Susan Stewart, staff specialist, Parking and Transportation Services, is an exceptional employee in every sense of the word. She is dedicated, hard working, and highly efficient. She consistently goes above and beyond what is expected of her. Any organization would be pleased to have her as a member of their team. To honor her for her efforts, Susan has been selected to receive the Joseph G. Pietrantoni Outstanding Employee Award.

Susan has been a member of the Duke community for more than three decades. She is a familiar face to many here, particularly to those in the Medical Center. Her career at Duke began in the Medical Records Department where she worked for two years. She later transferred to OB/GYN where she worked as a staff assistant and was responsible for handling biweekly payroll, making travel and parking arrangements for the staff in her department, and equipment purchases.

After working in OB/GYN for more than twenty years, Susan decided it was time for a change so she transferred to her current position in what was formerly known as Medical Center Parking. Four years later, Susan continues to provide superior customer service to the Duke community. Her primary responsibilities include: issuing parking permits; handling employees', patients', and visitors' inquiries and concerns; working with departmental coordinators to assist them with special parking needs; as well as other job related tasks.

Susan says she enjoys her job for many reasons. "I enjoy interacting with people and meeting new people. Over the years, I have had the opportunity to meet many of the employees in the Medical Center, and I am constantly meeting new people everyday. I really enjoy that about my job. I also enjoy the people that I work with. They are a great group of people." Susan says things have gotten even better since her department merged with Parking and Transportation Services in 2003. "The merger has made a big



Joseph G. Pietrantoni

**OUTSTANDING
EMPLOYEE AWARD**

difference. Now that the two systems have become one we can better manage parking. It also enables us to help our customers on a much broader spectrum, whereas before we could not because they were two separate entities," comments Susan.

Susan admits, however, that her job also comes with its own set of challenges. "The most challenging part of my job is trying to explain parking concerns to our customers. Parking at Duke is a challenge in it self and trying to help people to better understand how parking works here can be difficult at times. Especially when you are dealing with irate customers ... so I challenge myself by being pleasant to them even when they are not being pleasant to us," comments Susan.

Her supervisor, Bill Baker, holds her in very high esteem. "Susan is our 'go to' person. You can pose any situation or problem to her and she is always willing to take it on ... and you know it will be resolved quickly and professionally. Sometimes I think she knows everybody at Duke," continues Bill. "Through the years she has developed relationships with many departments and individuals. She always knows who to contact and how to get the job done."

When she is not working, Susan enjoys spending time with her family. She has a husband of two and a half years, Larry Stewart; two sons, Rob and Jon; a granddaughter, Gracelyn McLamb; and last, but certainly not least, a daughter-in-law, Anna McLamb. Susan says she also enjoys bargain shopping and spending as much time as possible with her precious granddaughter.

Congratulations, Susan! Your commitment to provide our customers with superior service has contributed to our overall success, and for that we thank you.

Gloria Biddings

Gloria Biddings, housekeeper, University Housekeeping, is another one of Auxiliary Services' finest. She is dependable, knowledgeable of her job, and more importantly, believes in teamwork. She takes great pride in her work, and as a result has earned the respect of her supervisor, peers, and those whom she serves. To honor her for her efforts, Gloria has been selected to receive the Joseph G. Pietrantonio Outstanding Employee Award.

While many of us are still tucked away in our warm beds, Gloria Biddings has already completed half of her workday. She works a shift in which most of us would cringe at just the thought of it. Gloria works from 3:00 a.m. until 11:30 a.m. Her job requires her to take care of much-needed tasks such as vacuuming, dusting, trash removal, and so forth, before the offices are in full swing. Nevertheless, Gloria consistently meets the demands of her job and then some. In fact, for the last several months Gloria has had to "step things up a notch" as two of her co-workers have been absent from work due to medical problems; thus adding additional job responsibilities to Gloria's already hectic schedule. Gloria takes it all in stride, though, helping to do whatever is necessary to keep her building clean. She has done a remarkable job to say the least.

Gloria has been a member of the Duke community for the past seventeen years and has worked in University Housekeeping ever since. She started out working in the Art Museum, but was later moved to her current location in the Mary Duke Biddle Music Building located on Duke University's East Campus.

Gloria says she enjoys her job very much. "I enjoy cleaning, as well as the hours that I work. The odd hours allow me to have more flexibility to take care of things that need to be taken care of during the day and to spend time with my family. I also enjoy the people that are in my building. They often tell me how much they



Joseph G. Pietrantonio

OUTSTANDING EMPLOYEE AWARD

appreciate my efforts and that makes me feel really good. My supervisor, Lessie McClamb, is great also," adds Gloria.

"Gloria's attitude and pride for her job makes her an exceptional employee," says Lessie, who feels very fortunate to have Gloria on her team. "She is dependable, hardworking and honest. I do not have to worry about the condition of her building because I know Gloria will take care of things. She also interacts well with others, which is critical in this type of job. If I had more people like Gloria on my team my job would be so much easier," comments Lessie.

Gloria says she was quite surprised when she learned that she had won an award. "I was shocked when they told me about it ... I had never won anything before so it was a total surprise to me. I feel very honored to have won," comments Gloria.

When Gloria is not at Duke working, chances are she is working at her part-time job. When time permits, Gloria enjoys spending time with her children. She has two adult children: Darell who lives in California; and Denise who lives with her in Roxboro. She also has six grandchildren, three boys and three girls. Gloria also enjoys working in her flower garden. She likes having a colorful garden..

Congratulations, Gloria! Your steadfast dedication and commitment to provide our customers with quality service are to be commended. We could not provide the high level of service that we do unless we have people such as yourself to help us do so. Thanks for all that you do and keep up the good work!

Ordinary People Doing Extraordinary Things

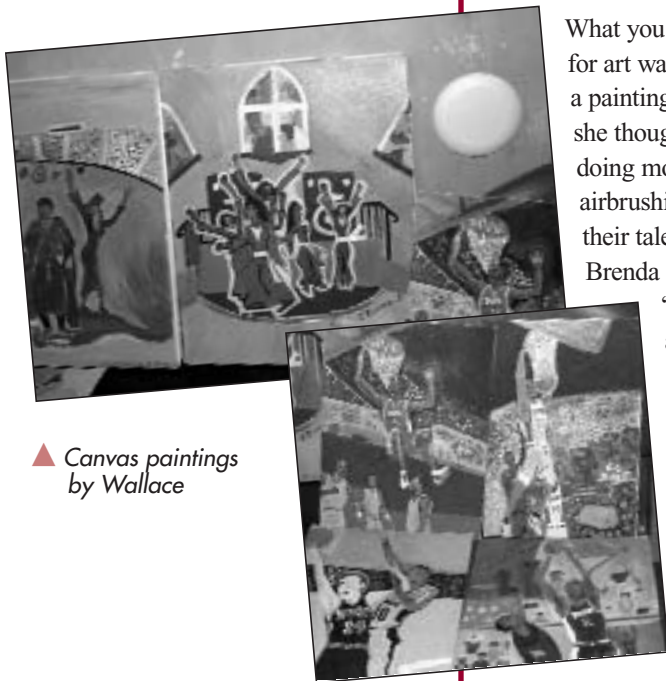


▲ Wallace Burrow

Some of you may already know **Wallace Burrow**, lead food service worker, Dining Services, from seeing him around campus throughout the years. For those of you who do not know him, let me just share a little bit about what I have learned since meeting him.

Wallace has been a part of the Duke community for almost twenty years. He started out working at what was formerly known as The Central Campus Pub, which was a popular hangout for students. He continued to work there under new management when it became The Kudzu. After The Kudzu closed its doors, Wallace transferred to The Marketplace located on Duke's East Campus, and he has remained there ever since. Wallace enjoys his job, particularly interacting with the students. He likes talking to the students and encouraging them when they get discouraged.

Wallace is also a family man. He has a wife named Brenda, and five children; Connisha –Age 21, Sedrick –Age 17; Mylan-Age 14; Carrie “Cee-Cee” -Age 12; and Kharisma- Age 4.



▲ Canvas paintings
by Wallace

Canvas paintings of
Duke basketball players ▲

What you may not know about Wallace is that he is also an artist. His passion for art was rekindled when he began dating his now wife, Brenda. “Brenda saw a painting that I had started and she asked me what was I going to do with it ... she thought the painting was great,” says Wallace. “Ever since then I have been doing more and more with my art.” Wallace does sketches, canvas paintings, airbrushing, logos, and so forth. In fact, Wallace and Brenda have combined their talents and now have their own business — B&W Art Werkz Creations. Brenda does Desktop Publishing and Wallace does the art. Their slogan is “Our Only Limitation Is Your Imagination”... how fitting! Wallace attributes their success to their Lord and Savior, Jesus Christ. He says they cannot take the credit for the things they have accomplished in their business because they realize who gave them their talents. Wallace says to put it simply, it is all about putting God first and He will bless you in all the other areas of your life.

What's next for Wallace? Wallace is looking at reproducing his artwork in large quantities, particularly the products he creates with airbrushing. He is also putting together a book that will include original canvas paintings that he has done throughout the years of several of Duke's basketball players, some which are now professional athletes.

To name a few, they include: Jason Williams, Luol Deng, Shavlik Randolph, Chris Duhon, Mike Dunleavy, Reggie Love, Shelden Williams, and so forth.

Wallace and Brenda, we wish you all the best and look forward to seeing your products in the very near future!

Auxiliaries Joins Duke In Supporting Victims of Hurricane Katrina

In early September, Duke took in seventy-five or so students who were enrolled in universities on the Gulf Coast and provided them with free housing and tuition. As a result, Auxiliary Services stepped in to assist with this effort as well. Since many of the products and services that students need are provided by Auxiliary Services, several of the departments donated their products and/or services to help ease the burdens of the displaced students.

- ▶ Provided DukeCards and assigned Dining Plans.
- ▶ Created a web page for students, faculty and staff to be able to donate Food Points or FLEX to the Hurricane Relief Fund.
- ▶ Provided these same services for the Marine Lab students who were evacuated from Beaufort, North Carolina. The DukeCard Office was the main point of contact for the students when they arrive on campus to receive their packets, which included their housing key and parking pass. They also programmed their DukeCard to access Food Points for the time they are here.
- ▶ Donated textbooks and school supplies, which are estimated to be in the \$50,000 to \$80,000 range.
- ▶ Donated \$500 to the Graduate and Professional Student Council to go toward the cost of HurricAID cups, which were designed by the GPSC and ordered through Duke Stores Special Orders department.
- ▶ Co-donated 500 t-shirts that were sold at the Concert for Katrina Relief on September 14th.
- ▶ Donated \$473 to the Robertson Scholars Program that went toward custom t-shirts that were sold at the Benefit Concert held on September 16th. Proceeds went to the Erin Anderson Fund, which was set up to help the families of underprivileged children for the scholars have been working with in New Orleans.
- ▶ \$1,000 in food donated to student groups working on campus with Red Cross. The food was donated through Uncle Harry's
- ▶ Donated \$200 in merchandise to the Durham County E.M.S. for the "Golf For the Gulf" tournament, with proceeds to aid relief efforts for Hurricane Katrina victims.
- ▶ Coordinated the collection of cleaning buckets and supplies to aid in the clean up efforts for Hurricane Katrina.

These are just a few of the services and/or products that Auxiliary Services' departments provided in support of the Hurricane Katrina Relief Efforts.

Needless to say, a lot of great efforts for an even greater cause!



The following e-mail was sent to Tom Craig, general manager of retail stores, and Jim Wilkerson, director, both with Duke University Stores, to commend them for their efforts to get the Nasher Museum Store opened.

Dear Tom,

I wanted to thank you for all the work you have done to get the Nasher Museum Store up and running. You did a terrific job and it has been a pleasure working with you and Jim Wilkerson. All the opening events went beautifully, and I hope the store business met your expectations. It will get better and better, I know.

Thanks too for the beautiful flowers that you and Jim sent. It was very kind of you both and I appreciate it greatly.

All the best,

Kim

Kimerly Rorschach

Mary D.B.T. and James H. Semans
Director
Nasher Museum of Art at Duke
University

The following letter was sent to Matt Drummond, director, DukeCard Office, to thank him and his staff for their assistance with training a staff member from the University of Denver.

Dear Mr. Drummond,

I want to take this opportunity to thank you for the hands-on training that you all provided to Bill Manzanares, Alarm Technician. I believe this training was a rewarding experience for Bill. The training was certainly professionally done by what we would consider to be experts in the field of card access systems.

Again, on behalf of The University of Denver, I thank you and your for being



so gracious to provide this training on the SA 3000 system and components. If we can be of assistant to your department, please contact me.

Respectfully,

Tyrone A. Mills

Associate Director
Department of Campus Safety

This e-mail was sent to Jim Wilkerson, director, Duke University Stores, to commend Pat Walker, operations manager, Duke University Stores, and other members of his staff, for doing an outstanding job with the concessions provided during the Rolling Stones concert

Dear Jim:

Just a quick note to say congratulations to you and your staff for the significant role played in the presentation of a remarkable concert Saturday night!! When I walked into the stadium Saturday afternoon, my first thought was that those of us on the outside have absolutely no idea regarding the amount of time, energy, planning, and implementation required to put something as huge as this together...but you accomplished it with style!

As a supervisor of staff colleagues, I know that I love to hear compliments about those for whom I am responsible, and I am sure it is the same with you, Jim. Consequently, I wanted also to take a moment to commend Pat

Walker for the remarkable efforts she and her staff provided in the provision of concessions. As you know, I had the privilege of working in one of the countless stands for which Pat was responsible. Throughout the evening, I was constantly astounded by the forethought, anticipation, and planning which had occurred leading up to Saturday night: when cash was beginning to get low for purposes of change, small bills arrived right on time; when ice was at the point of needing to be replenished, in came bags of ice; when sandwiches looked like they might run out, in came another full container for the hungry folks standing in line. Above all, I appreciated the expectation that genuine customer service be afforded to all concert-goers. And the great thing was I knew that this same cracker-jack organization and communication was occurring in every other Duke concessions stand. As a Duke alum and employee, I was proud that my University was being represented in such a classy manner. Such production would be difficult under the best of circumstances. To think that Pat was able to focus so admirably on this concert while also tending to the illnesses of both her Mom and Dad is beyond belief. I know, Jim, that you are already aware of what a remarkable employee Pat is, but I wanted you to know how proud others are of her as well. Again, Jim, thanks to you and your staff for a wonderful evening at Wallace Wade with the Stones! You, Pat, and staff are to be highly commended!!

Gratefully,

Gregory F. Duncan

Associate Dean for Student Services

GOING THE EXTRA MILE

The following letter was sent to Kemel Dawkins, vice president, Campus Services, to commend staff members from the Copy Center for the outstanding job they did on the Founders' Day program.

Now that things have settled a little from Founders' Day, I wanted to take a moment to commend the Copy Center "crew" – **Jimmy Aiken, Della Adkins** and **James Scott**.

We ended up with a much larger Founders' Day Convocation program this year with quite a few last-minute changes, but their teamwork pulled it off flawlessly. We also had to have a two-sided handout printed for the Statue Rededication. We simply gave them the text and James created a wonderful design beyond our expectations.

I didn't want the efforts of members of Auxiliary Services to go unrecognized. As usual, they made it much easier for us and it is much appreciated!

Sincerely,

N. Allison Haltom

Vice President and University Secretary

The following letter was sent to Jim Wulforst, director, Dining Services, to commend Dining Services for their support of an event that helped raise money for Hurricane Katrina Relief.

Dear Mr. Wulforst,

Thank you so much for your help with the Union's Major Attraction quad concert on September 16th. The event featured Michael Franti and Spearhead, and it was a great success. Around 1,000 students attended, and we raised over \$5,000 for Hurricane Katrina Relief through five different student organizations. The free food courtesy of your organization was a tremendous hit. It was definitely a highlight. The

Duke University Union sincerely appreciates all that you do in making events at Duke even more enjoyable and delicious!

Sincerely,

Elisa Ayarza

Chair, Major Attractions
Duke University Union

The following e-mail was sent to Mike Trogdon, general manager, Duke Postal Operation, to commend Randy Ray, supervisor, Duke Postal Operations, on his efforts to return items that were misplaced in the mail.

Hi Mr. Trogdon,

I want to report that an employee of the Postal Services, here at Duke, went above and beyond the call of duty and I really appreciate it.

Mr. Randy Ray called and reported that mine and my co-workers timecards showed up in the mail pick up from Hock Plaza. He was concerned that we didn't know where they were or that they might not get turned in on time. We had already acquired duplicate timecards, but I appreciate so much his willingness to call and report that he had found them.

We need more employees like Randy at Duke.

Terry T. Witting

Assistant to Dr. Daniel J. George
Director of GU Oncology
Duke University Medical Center

The following letter was sent to Roland Falana, manager, Duke University Stores, to commend him for his efforts with the 2005 Southeastern University Printing and Duplicating Managers Conference (SUPDMC).

Dear Roland,

I want to personally thank you for the outstanding job you did co-hosting the 2005 Southeastern University Printing and Duplicating Managers Conference (SUPDMC). I know that a lot of planning and hard work went into coordinating and hosting this event.

Comments I have received from some of your colleagues who were in attendance range from, "the conference was beneficial, and your willingness to share, invaluable" to "WHOOOO-WHEEE!" - y'all kicked butt" to "You guys should be proud of the quality program, great entertainment and wonderful venue for this year's conference" to "It truly was one of the most productive and constructive conferences I've ever attended".

So again, I thank you for helping to make this year's SUPDMC a great success. You worked hard, and it showed.

Sincerely,

Jim Wilkerson

Director
Duke University Stores





Auxiliary Services

028 West Union • Box 90887
Durham, NC 27708-0887

Employee Recognition Program NOMINATION FORM

Employee's Name: _____

His/Her Department:

- | | | |
|---|---|--|
| <input type="checkbox"/> Auxiliary Administration | <input type="checkbox"/> DukeCard Office | <input type="checkbox"/> Event Management |
| <input type="checkbox"/> Auxiliaries Finance Office | <input type="checkbox"/> Duke Postal Operations | <input type="checkbox"/> Transportation Services |
| <input type="checkbox"/> Dining Services | <input type="checkbox"/> Duke Stores | <input type="checkbox"/> University Housekeeping |
| | | <input type="checkbox"/> Marine Lab Auxiliaries |

Supervisor: _____

Your Name (optional): _____

Joseph G. Pietrantonio Outstanding Employee Award

Listed below are some items by which the nominee will be rated:

- Consistently completes duties in a highly competent manner
- Shows the ability to deal with problems beyond normal duties
- Is a well-known, friendly face to customers and co-workers
- Earns the respect of co-workers/supervisors
- Provides prompt, enthusiastic service
- Consistently present and on time

Describe why you feel this person should be selected for the Outstanding Employee Award:

Quality Service Award

Describe a specific example of quality service provided by this person to the Duke community:

Return by Campus Mail to: Auxiliary Services Administration, 028 West Union, Box 90887
Nominations for the Outstanding Employee Award will carry over for several months.

Rev. #4037 9/05