

**2011 EMPLOYEE
RECOGNITION AWARD
NOMINATION FOR**

TAMMY CARR

Dear Awards Committee,

1/18/2011

I am nominating Tammy Carr for the SUNY Canton Employee Recognition Award. Tammy is a Secretary 1 at the Physical Plant. Tammy has been with the Physical Plant department since she started working at Canton. Tammy has developed into the main hub in the everyday operation of the Physical Plant in its relationship with the rest of the campus.

Tammy manages the work order system that keeps the college's repairs in order. She takes care of the travel request, vehicle scheduling and vehicle inventory. Tammy processes key request, performs key audits, issues keys and keeps accurate records for the campus.

She takes care of the time cards for the whole department. I am sure there is a lot more that she does that I am not aware of.

I have worked with Tammy a long time with the key system. Tammy is very organized and performs her work in a professional manner. At one point I had to take leave for medical reasons. There were some people that stepped up to take care of my duties. Tammy was one of those people. She took care of the card access and did a great job.

Tammy is an active member of the Lisbon Band Boosters and helps out with Marching Band activities throughout the summer season. She is a member of the senior class parent committee. Tammy serves on the CSEA audit committee and the CSEA Christmas party committee. She is a SUNY Canton alumna.

I feel Tammy is very deserving of this award for her dedication to her work and to her family.

Sincerely,

A handwritten signature in cursive script that reads "Randall W. Teele".

Randall W. Teele

Bruce Alexander
Associate Facilities Program Coordinator
Cooper Services Building

To: Anne Williams
Re: Employee Recognition

I am pleased to submit Mrs. Tammy Carr for an Employee recognition award. Although I have only been at SUNY Canton for a short while, I have been very impressed with her job performance, attention to detail and professionalism in managing many functions of the physical plant office on a daily basis. She is the "critical link" between the campus and the physical plant staff and she is willing to wear whatever "hat" is needed to make sure that the critical needs of Students, Faculty and Staff are met. Specifically, I would note the following items that distinguish her service to SUNY Canton as exemplary:

1. Mrs. Carr ensures that work orders, vehicle requests, key requests etc. are handled in an expedient manner and follows up on items personally and in detail to ensure that the Physical Plant Staff meets the needs of its SUNY Canton customers.
2. Mrs. Carr's long-term service at SUNY Canton has given her a broad base of experience in the daily operations of the campus that she uses to provide practical solutions to problems and ensure quality services to the campus community.
3. Of recent note, Mrs. Carr has been managing the office single handedly due to a vacancy in the department organization chart. This has required her to take on many extra tasks to keep the department work up to date. She has shouldered the extra work load without complaining and has somehow managed to keep things afloat.
4. What stands out to me personally is the consistent positive attitude that Mrs. Carr displays on a daily basis while interacting constantly with the campus population. She is always patient, honest and willing to help out anyone who calls. When she must tell people "no", she always takes time to explain the situation clearly and often finds other ways to get things done.
5. Lastly, Mrs. Carr is the individual in the department who organizes department get-togethers, plans retirement parties, sees that cards are sent in times of sickness or bereavement, and looks out for the members of the department in a personal way. She also works with the CSEA to plan holiday gatherings and other events that benefit members.

In closing, I can honestly say that when Tammy is not in the office, EVERYONE notices it; things just don't get done as quickly or as well. She is definitely deserving of an employee recognition award for her superior performance and for the positive energy she shares with her co-workers.

Sincerely;



Bruce Alexander



College Council
SUNY Canton College of Technology

Date: January 21, 2011

Subj: Employee Recognition Award

From: Patrick Hanss – Asst Facilities Planning Coordinator

A handwritten signature in black ink that reads "Patrick Hanss".

I wish to express my support for the nomination of Mrs. Tammy Carr for the Employee Recognition Award.

I became acquainted with Tammy back in 1986 when we were both students at SUNY Canton. She and I, share many fond memories of student life back in the "day". We still chuckle about the seemingly insignificant events of the time. Events that have since developed into life long memories.

Upon graduation, she accepted a position in the Physical Plant. She is still working in the same office more than twenty three years later.

Tammy consistently represents the Physical Plant in a professional manner in each interaction with public visitors, architects, engineers and contractors, as well as the student body and staff. She is well versed in the operational issues of the department and the Campus at large.

Tammy is currently the sole administrative staff in the building following the resignation of Tammy Mullin. Even though her workload has increased, she has been able to juggle the additional duties, competing priorities and maintain the efficiency of the department. Tammy has continued to exhibit a positive disposition even though she is responsible for additional duties.

In addition to general administrative duties, she has the primary responsibility for key distribution and audit, fleet vehicle scheduling, work order system input, fuel system documentation, Minor Maintenance and Repair cost accounting, department credit card purchasing and other critical functions. She is able to complete this work without error or direction and makes the best use of her time without oversight.

Tammy demonstrates her concern for her fellow Physical Plant employees and is always a central figure in the notifications of births, deaths, illness and retirement celebrations for employees and their families. Tammy always seems to have a card in distribution for other staff to sign.

Tammy is a supporter of community activities. For many years she has participated in the American Cancer Society Daffodil Drive. She is also a supporter of the Lisbon School District Marching Band.

While countless people are deserving of the annual Employee Recognition Award, I believe Tammy Carr is the best candidate. My belief is not due to the completion of an important project or a singular achievement. Tammy is deserving of the award due to her diligence, positive outlook, proficiency in her job duties, and caring attitude towards others over a twenty plus year career.

I would like to recommend Tammy Carr for the Employee Award. She is very conscientious worker-takes her job seriously and does it thoroughly from start to finish. If someone in our area is sick-had an operation or needs help she is on board to start up a way to help them out-
Stanley Robert

A handwritten signature in cursive script that reads "Stanley Robert". The signature is fluid and matches the typed name below it.