November 9, 2001

MEMORANDUM

TO:     Terry C. Blum, DuPree College of Management  Charles L. Liotta, Research and Graduate Studies
        Barrett H. Carson, Development                    Richard W. Meyer, Library
        J. Narl Davidson, College of Engineering          Edward K. Reedy, GTRI
        Joseph S. DiGregorio, Distance Learning           Sue V. Rosser, Ivan Allen College
        Peter A. Freeman, College of Computing             Gary B. Schuster, College of Sciences
        Thomas D. Galloway, College of Architecture        Robert K. Thompson, Administration and Finance
        Jilda D. Garton, GTRC                               Lee O. Wilcox, Student Affairs
        H. Wayne Hodges, EDI/ATDC                          John K. Mullin, Information Technology

FROM: David Leonard
      Chair, Administrative Service Award Committee

RE: Solicitation of Nominations for the 2001-2002 Administrative Service Award

On behalf of the Administrative Service Award Committee, I am pleased to solicit nominations for the 2001-2002 Administrative Service Award. Details concerning the award and the nomination process are described below. Please circulate this information within your unit. Nomination packages should be submitted to my attention, c/o College of Computing (Mail Code 0280, Room 142) no later than February 1, 2002.

Each year the Administrative Services Award is given to honor an individual for making an extraordinary contribution to Georgia Tech in an administrative capacity. This award complements teaching and research awards given to faculty members. A $2,500 award and a plaque will be presented at the Faculty and Staff Honors Luncheon on Wednesday April 10, 2002. The nomination package will become a part of the nominee’s official personnel file.

ELIGIBILITY: All regular, full time employees with one or more years of service, excluding recipients of the award within the last ten years (see attached list).

CRITERIA: 1. Nominee(s) should have significant achievements contributing to the fulfillment of the mission of the Institute, or developing and/or implementing new or improved programs or procedures
          OR
          2. Nominee(s) should have significant achievements in managing an administrative unit with particular skill and effectiveness.

NOMINATIONS: Nominations should include:
1. Cover sheet with nominee’s name, department, supervisor, name and phone number of nominator(s), and a brief description of achievements and rationale for nomination (see suggested format attached).
2. Recent letters of appreciation and/or support of the nomination (strong consideration will be given to this supporting documentation).

If you have questions or require additional information, feel free to contact me (phone: 404-894-9213; e-mail: david.leonard@cc.gatech.edu). Machine-readable copies of this memorandum and attachments can be found at URL http://www.cc.gatech.edu/~dbl/asac.

Cc: Dr. April Brown
    Executive Asst. to the President

Attachments (2)
## ADMINISTRATIVE SERVICE AWARD RECIPIENTS (1992 - PRESENT)

<table>
<thead>
<tr>
<th>YEAR</th>
<th>RECIPIENT</th>
<th>UNIT/DEPARTMENT</th>
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<tbody>
<tr>
<td>1992</td>
<td>Jan Brown</td>
<td>Academic Affairs</td>
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<tr>
<td>1993</td>
<td>Freida Breazeal</td>
<td>ISyE</td>
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<tr>
<td>1994</td>
<td>Henry Spinks</td>
<td>Planning, Budget, and Finance</td>
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<tr>
<td>1995</td>
<td>Bill Osher</td>
<td>Student Services</td>
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<td>1996</td>
<td>Bill Miller</td>
<td>Facilities</td>
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<tr>
<td>1997</td>
<td>Pat Ledon</td>
<td>Aerospace Engineering</td>
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<tr>
<td>1998</td>
<td>Jerry O’Brien</td>
<td>College of Sciences</td>
</tr>
<tr>
<td>1999</td>
<td>Pete Dawkins</td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>2000</td>
<td>David Leonard</td>
<td>College of Computing</td>
</tr>
<tr>
<td>2001</td>
<td>David Moore</td>
<td>Materials Science and Engineering</td>
</tr>
</tbody>
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2001-2002 ADMINISTRATIVE SERVICE AWARD NOMINATION

Nominee:________________________________________

Department/Unit:__________________________________

Nominee’s Supervisor:________________________________

Nominator (if different from Supervisor):______________

Nominator’s Telephone Number:_______________________

Description of achievements and rationale for nomination:

PLEASE SUBMIT NOMINATION PACKAGE TO: David Leonard, College of Computing, Mail Code 0280, Room 142 CoC Building, by February 1, 2002.