Ripples, not waves

Kyu Whang, Vice President

This spring it seems we are reminded even more than usual of passing and renewal, and the inevitable role they play in our lives.

With the coming of warm weather, many of us will notice the slow but gradual progress of a new season taking shape around us.

From day to day we will see that the grass looks greener, the newly budding trees look fuller, and more flowers have bloomed than the day before. Our world is constantly renewing and refreshing.

With all the expectations and commitments of daily life, we just don’t have the time be so engaged with our world that we can pull over to watch the grass grow or see the flowers bloom. We see change in snapshots only when we have a moment to look.

In reality, the changes we see are the results of many subtle transformations happening when we are not looking. If we could take the time to just be there and watch, to experience the whole, the growth of the grass and the blooming of the flowers would not even appear noticeable to us.

A story we often tell ourselves is that changes appear suddenly, disrupt our routines and our feelings of safety and security, and then retreat back into the shadows.
Ripples, not waves (continued)

We talk about impending change, like it’s something lurking, waiting to make us uncomfortable and uncertain again. At work we worry about things like succession, saving money, using our resources wisely, changes in leadership, familiar ways of doing our jobs suddenly being altered, and how it will all impact us.

The truth is, we have always had retirements. There have always been new hires and new leaders. We have always looked for new ways of doing things and better ways of using the resources we have. I doubt that there have been two consecutive days in the history of our organization where something, somewhere hasn’t changed.

President Elizabeth Garrett was only with us for a short time, however her leadership has had a tremendous, positive impact in many areas. Beth challenged us to look at ourselves and what we do – to find ways to work better. We developed new ideas, but in taking a step back we saw just how many efforts at improvement were already underway at the University.

A lasting lesson Beth gave to us is that in taking a step back to engage, to participate, and to understand, we will see the many transformations around us that make up the whole. If we can do that, the changes that do occur will not seem so intimidating or disruptive.

Whatever we do, at work or outside, our time is precious. To fully value it we should actively engage in the things around us. Not only will we get the most out of life, but we’ll also know and experience the smaller changes that constantly move us forward.

Kyu

Kudos

Hi Ben,

I wanted to make you and your management staff aware of how much I appreciate Dayton Allan and Kim Klein.

Today, I was biking into work and took a somewhat nasty fall. As I was starting to regain my composure, I saw a friendly face, Dayton Allen, asking if I was okay. He reached out his hand to help me up.

They are both great ambassadors for the University. Over the past several years I have often seen them help visitors and members of the Cornell Community with directions, general questions, and almost always have a smile on their face. In addition, they make a point to say hi or wave if I ever see them on campus.

Thank you,

Gary

This month’s Steward:

Ellen Chase, Julie Parsons, Luanne Stockdale, Walt Vavra, Joe Remillard
IPP Strategic Plan Update

IPP Senior Leadership Team

It’s been a busy year since the introduction of the 2015-2018 IPP Strategic Plan last February. Kyu and the Senior Leadership Team met last month to review progress toward the goals they laid out a year ago, and to set new priorities for the year to come. To view a pdf of the strategic plan, please click here.

Throughout this year, this project has adapted to new leadership and vision on an overall direction for achieving a responsible maintenance backlog. Consensus has been reached in utilizing backlog dollars per gross square foot (GSF) for ranking building criticality across the campus to inform the capital planning process. The ranking list is reviewed with each affected unit to gain their agreement and ensure one voice across the campus.

The initial Planned Maintenance Task Force completed its work for Budget and Planning, and in its place the Capital Needs Working Group (repurposed from the former Capital Planning Group) is working towards ensuring that a long range capital plan will buy down the current backlog level.

In targeting buildings that total more than $100/GSF in maintenance backlog, it is hoped to reach a sustainable level that is 40-50% less than today’s backlog level. This will take us from $1B to approximately $500M in the next decade.

Cornell Real Estate made significant progress identifying developers for two key properties: Maplewood and East Hill Village. While the focus of these developments is not revenue generation, the intention is for them to operate under long-term ground leases with potential revenue for the university. Additionally, the department continues to operate a robust rental portfolio that generates revenue for Cornell.

Cornell Transportation and Mail Services evaluated the possible expansion of the Campus to Campus service to include additional trips to NYC.

Priority: **Attain a responsible maintenance backlog**
-Ben Kuo

Priority: **Generate external revenues for the University**
-Bridgette Brady and Jeremy Thomas

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**The Punch List**

- **Deadline for Employee of the Quarter nominations:** March 31st
  **Employee of the Quarter Celebration** April 29
  **Klarman Hall**

- **Deadline for Keystone and Cornerstone Award Nominations:** April 30
  **Slope Day** May 12
  **Convocation** May 28
  **Commencement** May 29
  **Reunion weekend** June 10-12
  **Annual Employee Celebration** June 14
  **Newman Arena**
  **Cornell Real Estate Party by the Pond** July 22
Strategic Plan Update  

Unmet demand has been identified, a location permit application for an additional stop in NYC has been submitted, a schedule to accommodate expansion is complete, the appropriate staffing levels for expansion have been identified and filled, and the new bus is in service. We await the permit to implement the service.

Priority:  
Minimize recharge of University dollars  
-Kelley Yeomans

The IPP financial structure has been reviewed to determine how to simplify the overly complex structure of billing each other within IPP for our own services (recharge). The Finance & IT team created an initiative to reduce the amount of recharging within IPP. This project reduced the billing and collection transactions between IPP departments and eliminated the associated interdepartmental revenue and expense.

The number of accounts were also reduced to simplify the recurring processes and reduce the administrative effort associated with these accounts. Reducing the recharging activities helps clarify IPP financials within the facilities maintenance departments and reduces the time financial analysts spend processing e-docs and reviewing accounts that consist of only recharges. Consolidating accounts will increase efficiency for the financial analysts which will allow them to spend more time on analytical responsibilities. HR will spend less time processing e-docs to transfer employees between departments and reconciling payments. To date this team has reduced over $20M of internal recharging and eliminated six accounts.

The streamlining and process documentation effort was greatly expanded by the university-wide initiative to identify opportunities for streamlining. As part of both efforts, several streamlining actions have been initiated such as eBuilder and Project Monarch. Additionally, as part of the process documentation effort, we are updating our website to include a meta tagging system to maintain procedural information regarding IPP operations.

Priority:  
Improve, streamline, and document processes  
-Gilbert Delgado

Bernie Winney, does a great job maintaining and servicing the clean steam boilers at ECRF. He is very responsive and takes the time to explain what he is doing and why. Bernie is a great asset to your team, we appreciate his hard work and diligence. Keep up the GREAT work!

Thanks,  
Dan

Dan Viviano,  
LEED® AP BD+C  
CCM  
Animal Facilities Project Manager  
Center for Animal Resources and Education
Priority: **Accelerate climate action plan**
-Kyu Whang and Bert Bland

**Think BIG, Live Green** (TBLG) is the university-wide sustainability engagement campaign, which uses peer to peer education, leadership development strategies, and community-based social marketing to engage the campus community. The campaign is comprised of 6 programs: the **College Engagement Program**, the **Green Office Certification Program**, the **Green Lab Certification Program**, the **Cornell Building Dashboard**, the **Green Ambassadors Program**, and the student **EcoReps** program.

**Under Erin Moore’s leadership, in the IPP campaign this past year:**
- 12 Green Ambassadors volunteered throughout IPP (thank you!)
- 11 Green Offices were certified in IPP as of January 2016
- Educated IPP staff on waste management, recycling and compost at the TBLG Kickoff and Chili Cookoff event
- Humphreys Service Building achieved a 12% reduction during the 2015 Energy Smackdown (Nov 2015-Dec 2015)
- With the help of the IPP Green Ambassadors, we have helped Cornell avoid using 9,500 disposable cups during Recyclemania 2016

**Progress made on the Climate Action Plan included:**
- A new solar farm was commissioned in Geneva
- Rooftop solar arrays were added to Klarman Hall and Human Ecology Building
- The Snyder Road Solar Farm converted to sheep for vegetation control

**Numerous Energy Conservation Initiative projects were completed and energy savings documented. Selected projects include:**
- **Olin Chemistry Research Wing Energy Conservation Project** Saves $246,000 and 440 Tons CO2 Annually
- **Appel Controls Upgrade Energy Conservation Project** Saves $75,000 and 220 Tons CO2 Annually
- **Athletics High Bay Lighting Upgrade (9 Buildings) ECI Project** Saves $161,000 and 806 Tons CO2 Annually
- The Climate Action Plan was updated, campus thermal resources and heat distribution optimization studies were completed, the 2016 Progress Report was submitted to Second Nature, and a significant internal progress report on each of the CAP’s 60+ actions was prepared.
- A campus-wide LED lamp replacement project is underway (33% complete as of 3/1/2016). Currently approved work will save 2,900,000 kWh annually (over 1% of the campus energy usage).
2016 New Strategic Priorities for IPP

- Accelerate Climate Action Plan
- Build trust with our partners
- Pursue livable, economically sustainable and accessible communities
- Create an integrated capital planning process
- Prepare staff for succession into leadership and critical roles

You can find the IPP Strategic Plan web page here:
http://www.fs.cornell.edu/strategic_plan/default.cfm
IPP HR Offers a Number of Career Development Opportunities

The new LEAD program provides a two-year rotational leadership opportunity for high potential IPP employees.

- Gain cross functional knowledge
- Acquire knowledge, skills, and expertise
- Enhance career development and leadership development
- Increase competitiveness for prospective opportunities
- Gain hands-on experience, make connections, share ideas
- Continue efforts to retain and develop staff

Requirements:

- Completion of the Leading Cornell Program or the Harold D. Craft Leadership Program
- Demonstrated pursuit of professional development
- Possess leadership potential & leadership competencies
- Consistently exhibit IPP values of Truth, Respect, Excellence, Teamwork, and Integrity
- Formal education or commitment to achieving such

Staff who meet the criteria and are interested in LEAD are to submit a letter of interest by April 15, 2016.

dmp56@cornell.edu  
Donna-Marie Parker  
Director of IPP HR

Click here for more information on the LEAD program

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Other Career Development Opportunities

- Rotational Assignments
- Job shadowing
- Mentoring Programs
- Cornell Training Programs
- IPP Supervisor Training Program

If you are interested in any of the opportunities listed here, please speak with your supervisor or Contact HR for assistance.
3 Facts....and Something Wack!

Ellen Chase Contract College Facilities

Have you ever called out to someone by name in the hallways of Humphreys and had multiple people answer? It happens more than you realize. Besides the Jims and the Bobs (and the Jim-Bobs), IPP is lucky enough to have a unique grouping of Erins, each located in a different area of the building. We even have an Aaron strategically placed on North Campus, ready to deploy at a moment’s notice.

We thought it might be fun to get to know these individuals better, so we asked them to give us information about themselves, specifically three facts and one fib, which is the “wack”. See if you can separate truth from fiction below...

Aaron Debolt
“International Man of Mystery”

- Teaches for the Local 267 in downtown Ithaca
- Member of his high school gymnastics team
- College baseball All-American
- Thrown out of a Chinese buffet for eating too many crab legs

Erin Moore
“Sustainably In the Groove”

- Loves to play The Sims in her spare time
- Is an avid vinyl record collector
- Worked as a meteorologist for the National Weather Service
- Appeared on MTV’s Spring Break while in college

Erin Sill
“Spinning Blue Circle of Anticipation”

- Played keyboard in all-female Metallica tribute band
- Has an addiction to lip balm
- Spent many of her kid & teen years working on a farm
- Survived a fall of 13,000 feet

Erin Root
“Can You Dig It?”

- Mountain biked in the Himalayas
- Found gold while excavating an archaeological site
- Has never pierced her ears
- Can name all 50 states in less than 30 seconds - in alphabetical order

More Kudos!

....I would like to commend Brenda McCormick who works on the 8th floor of the VRT (among other places), where I have my office. Brenda works so hard to keep our working environment pleasant. Even more than that, she is a kind and cheerful presence in the midst of the construction mess. Every morning when I come to work, I am happy to run into Brenda on the elevator or in the hall. She is such a nice and friendly person.

If you have any kind of staff service award, I hope that you will consider Brenda McCormick.

With gratitude,

Antonia Jameson Jordan
Department of Biomedical Sciences
Hi Chris,

Just wanted to say thank you to you and Tim Ceuter for coming so fast tonight. We had a leak from the men's bathroom upstairs in 625 and it looks like it'll be soon under control. Tim was really nice and really prompt and helpful about it all, and I really appreciate it.

Ilil Benjamin
Department of Science and Technology Studies

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**Kudos**

**Nominate, Nominate, Nominate....**

_Suzanne Kern Wilkins Finance_

We appreciate the time you take to recognize the exceptionally talented staff within IPP so please continue to nominate your colleagues and to share examples of how the IPP organizational values are exhibited daily.

**Truth, Respect, Excellence, Teamwork, and Integrity**

It’s time to submit your nominations for the upcoming **Employee of the Quarter**, which will be held on April 29th at Klarman Hall. Nominations will be accepted until March 31st.

It is also time to submit your nominations for the **Keystone Award**, the **4 Cornerstone Awards** and the **Steve Wright Bridge award**. These nominations will be accepted until April 30th. The Annual IPP Employee Awards Celebration will be held in June.

**Nominate your fellow colleagues NOW!**

~ Rewards & Recognition Committee

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If you need assistance completing or submitting your nomination for:
The Employee of the Quarter
Or The Keystone, Cornerstone and Steve Wright Bridge Awards

**PLEASE CONTACT US:**

Bill Sitzabee, Donna-Marie Parker, Erik Eshelman, Joe Remillard, Julie Parsons, Kristin Gutenberger, Rob Morris, Sue Kern Wilkins, Tom King and Vicki Davis

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The last three pages of this month’s Steward are a nomination form for The Keystone, Cornerstone and Steve Wright Bridge Awards

To nominate a coworker, please fill out the form completely and submit it in HR or Customer Service

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**The Steward**

March 2016
Volume 2 Issue 2

A newsletter for IPP staff

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**Recyclemania**

February 6th - April 2nd
ACROSS
3 Provides the ice water in Cornell’s veins  
5 A building facilities liaison to various campus services  
6 Computer based system used to monitor and control a range of building systems  
8 A written document signed by two or more parties confirming a mutual agreement about terms, conditions, process etc.  
9 They monitor automation devices and alarms across campus 24/7  
11 Approves Maximo service requests for a facility  
12 Can have several work orders attached to it in Maximo. These are created when someone needs something.  
13 A team charged with maintaining building data, documents, and floor plans  
14 Used to be called Facilities Services  
17 E-bay for Cornell’s extra stuff, run through R5  
20 Maximo term for an estimate type you will need a department account for  
22 A networking group for employees from across campus working in the facilities job family.  
23 A form that is required to be filled out when seeking approval for a large project

DOWN
1 You might need someone trained in this trade if you’re too hot or cold  
2 Tool for accessing and working with Maximo data  
4 A Maximo service request can have one or more of these attached to it, they initiate work on a service request  
6 Maximo term for an estimate type that will be within 25% of the actual cost  
7 Used to control the speed of a motor  
10 A place that keeps you comfortable, but you need a hardhat to visit  
15 Your job description kept by HR  
16 Finance and HR term for someone who works a regular 35 hour+ work week  
18 A national facilities professionals’ organization to which Cornell belongs. Staff frequently attend their trainings and conferences.  
19 The new Student and Academic Services  
21 The Cornell Store is part of this zone

Kevin,

Good morning. Recently I had a young man named Austin Smith working in High Rise # 5 on North Campus, installing the electric for door magnets. He was very professional, courteous and he cleaned up after himself.

Kudos to a job well done.

Thanks,

Hazel M. Hall
Custodial Manager

Answers on page 13
Of Cabbages and Cookies....
Rob Morris Preventive Maintenance Group

The annual St. Patrick’s Day Corned Beef and Cabbage fundraiser was the most successful yet, with the addition of cookies and a 50/50 raffle.

Cookie bakers *extraordinaire* for the event were Elisa Springer, Vicki Davis, and Careen Arsenault. *Cead mile buiachas a ghabail yous!* (that’s “a hundred thousand thank yous” in Gaelic for those not from the Emerald Isle.

Vicki Davis and Elisa Springer also contributed to the Leprechaun’s Pot-O-Gold by selling 50/50 tickets throughout the building, and wearing their Irish Lass finest (see the pic below). The Cauldrons of corned beef and cabbage with the ever popular mustard glaze, prepared by Rob and Jean Morris, were the anchor event of the day.

Many of the United Way Ambassadors came together to make this event a success, stacking meals, collecting money, and matching pre-sale lists with those picking up.

Overall about 75 meals were made and distributed to the good folks of Humphrey’s Service Building! The bottom line for all of this was a nice cash donation to United Way of Tompkins County in the amount of $553.00 – Woo Hoo! Thanks again to all participants!!!

Want to be a Steward contributor? Have an idea for something you’d like to see featured in the Steward?

**Contact:** Joe Remillard  jhr34@cornell.edu
Julie Parsons  jh252@cornell.edu
Luanne Stockdale  ls249@cornell.edu
KICK THE CUP and get rewards through through
CUPANION®
your eco drinking buddy

Here’s how it works:
Download the Cupanion Rewards™ app from the Apple Store or Google Play.

Stick a Cupanion Rewards™ tag (from your Green Ambassador) on your reusable cup or mug.

Using the app, scan the Cupanion Rewards™ tag each time you reuse at Cornell or within Ithaca to track your eco-footprint and earn cool prizes.

Collect 500 points, tell your departmental Green Ambassador, and you will get entered to win a NEW FitBit™!

Cupanion Rewards™ stickers are now available in Customer Service.
Puzzle Answers!

Acronym Crossword

Three Facts and Something Wack!

- Aaron DeBolt was never a member of his high school gymnastics team
- Erin Moore did not appear on MTV Spring Break
- Erin Sill was never in a Metallica tribute band
- Erin Root never found gold at an archeological dig

I would like to commend EMCS and Dave for their skilled support of the weekend cold snap and the issues that resulted. The list David put together shows the huge effort and their professional support of each and every issue. Whenever I check in during extreme weather or system upset events, they are calm, cool and collected. Thanks to all.

I was also really proud of our plant staff in being ready and keeping the steam system fully reliable so systems could function as normally as possible.

Best,

Lanny Joyce

Director, Utilities and Energy Management

Energy and Sustainability
The PETS behind the People

A look at the critters IPP staff come home to.

Send us your IPP pet photos!

Smidge rules the better part of the known universe from a pillow kindly provided by Chief Henchman Walt Vavra of Facilities Engineering.

Gizmo spends his spare time making people wonder why their dogs won’t pose for pictures like this. He assists Project Manager Joan Curtiss in Office of the University Architect, Campus Planning & Leaf Scattering.

Comfort Animal Koda provides support to SA Zone plumber Shayne Miller during scary movies and particularly intense episodes of Spongebob.
A look at the critters IPP staff come home to.

Newton sits on the board of *Insanely Photogenic Animals of Tompkins County* when not assisting Mechanical Section Leader Sara Begakker.

Tabitha & Lionel are building a promising future as a greeting card after being signed to an entry level contract with Hallmark. They report to Jane VanDerzee of the *Feline Infatuation Group*.

Send us your IPP pet photos!
TCAT Service Changes: Opportunity to Provide Feedback

Tompkins Consolidated Area Transit (TCAT) will hold a series of meetings to inform the public of potential summer service changes.

**Tuesday, April 5, 12 p.m. – 2 p.m.,** Tompkins County Public Library, Borg Warner Room East

**Tuesday, April 5, 5:30 p.m. – 7:30 p.m.,** Tompkins County Public Library, Borg Warner Room East

**Thursday, April 7, 5:30 p.m. – 7:30 p.m.,** Cornell University, Weill Hall, Room 226

**Friday, April 8, 11 a.m. – 1 p.m.,** Maplewood Apartments, Community Center

Additional information about the meeting can be found in TCAT’s press release.

For more information and service updates please visit [www.tcatbus.com](http://www.tcatbus.com) or call 607-277-RIDE.

In an emergency meeting earlier Thurs., March 24, the board’s Transit Services Committee examined a number of scenarios created by TCAT’s Service Development and Operations team and recommended cutting some trips on Routes 10, 11, 14, 15, 20, 21, 22, 31, 32, 36, 37, 41, 51, 52, 65, 81, 82, 90, 93.

For specific proposed cuts, TCAT is asking passengers to [click here](http://www.tcatbus.com).
Infrastructure Properties and Planning
Rewards & Recognition Nomination Form
for the Annual IPP Employee Awards Celebration

Today’s Date

You can find an electronic fillable version of this form on our website: http://www.fs.cornell.edu/hr/rr.cfm

<table>
<thead>
<tr>
<th>Name of IPP staff or team you are nominating:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff members title:</td>
<td></td>
</tr>
<tr>
<td>Staff members department:</td>
<td></td>
</tr>
<tr>
<td>Your name, department and title:</td>
<td></td>
</tr>
<tr>
<td>What is your working relationship with person or team you are nominating:</td>
<td></td>
</tr>
</tbody>
</table>

All nominees must consistently demonstrate the Cornell University “Skills for Success;” consistently demonstrate IPP’s values of Truth, Respect, Excellence, Teamwork and Integrity; and have documented examples of accomplishments that align within one or more of the following criteria.

**Keystone Award** — Excellence in service to the organization and consistently provides quality output in work activities. This award is the highest honor and can be awarded to an individual or team that exemplifies excellence along with many of the qualities listed below. $6,000 bonus

- **Cornerstone Award — Effectiveness Improvement** — Implemented an innovative process improvement that had a significant cost and/or time savings for the organization. $1,200 bonus

- **Cornerstone Award — Distinction in Teamwork** — Positive impact of a team by providing distinguished service, making a difference, or implementing a quality of work/life improvement. $1,200 bonus

- **Cornerstone Award — Dedication to Developing Others** — Commitment to mentoring others and contributing towards the goal of succession planning. $1,200 bonus

- **Cornerstone Award — Campus or Community Service** — Volunteer efforts either external or internal to Cornell University. $1,200 bonus

- **Steve Wright Bridge Award — Diversity and Inclusion** — Demonstration of significant, ongoing commitment to fostering diversity within Facilities Services. $1,200 bonus
**Rewards & Recognition Nomination form for IPP's Annual Employee Celebration**

Please check the award or awards you are nominating this person/team for below, if you are unsure the committee will place them in all that apply.

<table>
<thead>
<tr>
<th>□ Keystone Award</th>
<th>□ Steve Wright Bridge Award—Diversity and Inclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>What makes this person/team excellent in their work responsibilities? How do they consistently provide quality and timely work outputs? Please show examples of how this person/team meets the criteria for each of the four Cornerstones.</td>
<td>How does this person/team contribute to diversity and inclusion initiatives in IPP? How has this person/team demonstrated commitment to diversity and inclusion?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>□ Cornerstone Award—Effectiveness Improvement</th>
<th>□ Cornerstone Award—Dedication to Developing Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was the process improvement that the person/team implemented? What was the cost/time savings that resulted?</td>
<td>How has this person/team showed their commitment to mentoring others? How is this person/team effective in their work developing others?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>□ Cornerstone Award—Distinction in Teamwork</th>
<th>□ Cornerstone Award—Campus or Community Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>What made the team effective in their mission? What was the difference that the team made?</td>
<td>What volunteer activities does this person/team participate in? What positive effect has their contributions made?</td>
</tr>
</tbody>
</table>

Below please enter your nomination, be sure to include specific examples relevant to the required criteria for the award pertaining to one or more of the six criteria listed on page #1

Questions are listed above to help you write your nomination. You may also submit letters of recommendation from other people who thoroughly know the individual or team’s work.

Please use additional pages if needed, and please provide specific examples when possible.

1. Why are you nominating this person or team?

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

If you need assistance completing this nomination please contact a Rewards & Recognition Committee member.
2. Please give specific examples relevant to the particular award criteria listed above for one or all the categories.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. How does this go above and beyond normal responsibilities?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Contact any member of the rewards and recognition committee for assistance with writing, completing and/ or submitting your nomination. Members are:
Bill Sitzabee, Donna-Marie Parker, Erik Eshelman, Joe Remillard, Julie Parsons, Kristin Gutenberger Grossman, Rob Morris, Sue Kern Wilkins, Tom King, Vicki Davis

Submit your nomination by scanning and sending this completed form to the Rewards & Recognition email – IPPRRC@cornell.edu
Or submit a paper copy at Customer Service, Humphreys Service Building.
Please submit any supporting letters/documents with your nomination