**“Spirit of BG” Award**

**Classified Staff**

**Nomination Form**

Any member of the university community (faculty, staff, or student) may nominate a permanent full-time or part-time classified employee for “The Spirit of BG” Award. Following the established guidelines, nominations must be received by the last business day of each month.

Nominations may be submitted by completing this form, then carry, mail, email or fax to:

Deborah Carden (dcarden@bgsu.edu or fax: 419-433-9696)

Chair, “Spirit of BG” Award Committee Clasen Welcome Center

102 Foundation Hall

BGSU Firelands

One University Drive

Huron, OH 44839

Nominee: \_\_\_\_\_\_\_Debra Huff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office: \_\_\_Postal Services\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address: \_\_\_\_\_\_Falcon Outfitters\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_4193729131\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_dhuff@bgsu.edu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **In 1,000 words or less, describe why this person deserves recognition for the “Spirit of BG” Award:**

Debra has demonstrated the spirit of BG as defined by the university vision, mission, and core values. Debra has done this by going the extra mile during the beginning months of the fall semester. The package pick up area has undergone tremendous changes and Debra has led these changes by taking on a greater work load, a lead in constant change, and transforming the entire outlook of the package pick up area.

In the past the pick up and processing of the packages was done much differently, however, this semester the package pick up area was moved to the first floor of Falcon Outfitters, in the past few semesters this was done in a larger room up stairs in the student union. In addition, the processing of packages which was done at the Woodbridge Warehouse is being staged and processed within Falcon Outfitters as well. The volume of student packages can amount to over a thousand packages a day, which is not an easy task with this limitation of space, however, Debra has led this venture with a great amount of success.

Furthermore, package drop off for student packages has also undergone change, these were being dropped off at Woodbridge, and then brought over to the Union, however, now they are being dropped off directly to the Union. Debra has relayed information to the various drivers (UPS, FedEx Ground, FedEx Express, and various Amazon (completely new drivers to the campus) on various schedules, drop off points, locations, and expectations. She has done this concurrently while training new students, setting up and organizing the appropriate space, developing logistical operations, assembling ITS teams with various software setup, communicating with management about challenges, and proposing and implementing resolutions. Additionally, she has done this while continuing to contribute to the shipping of Falcon Outfitters merchandise.

By taking on the additional workloads and hosting the processing and delivery of packages in the first floor of Falcon Outfitters, she has contributed to the postal services saving time and money, while generating income for Falcon Outfitters by bringing a large amount of potential customers into the store.

Debra has truly exemplified what it means to represent the Spirit of BG

Nominator: \_\_\_\_Chad Warner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:\_\_4193722310\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_cwarne@bgsu.edu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_09/07/2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Revised July 2014*