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MU NewsLetter, July 2, 1998

Office of University Relations

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President and Mrs. Gilley provide funds



Marshall University President J. Wade Gilley, right, and his wife, Nanna, present a \$5,000 check to establish The Charles H. Moffat Excellence in Teaching Fund, the Employee of the Month and Employee of the Year program for non-faculty employees, and scholarships for classified staff members.

Marshall University President J. Wade Gilley and his wife, Nanna, provided funds through a grant to establish the Employee of the Month and Employee of the Year program.

The program has been designed to recognize outstanding performance by classified and non-classified staff at the university. Awards are made to MU employees who have exhibited exceptional levels of work performance and displayed high regard and loyalty toward the university and their job responsibilities.

A committee appointed by the president selects an Employee of the Month each month. That person then becomes eligible for the Employee of the Year Award.

Employees of the Month are presented a plaque and a cash award of \$100. The Employee of the Year is presented a plaque and a cash award of \$300.

Any classified or non-classified staff member may submit an application or nomination for the award to the university's Department of Human Resources by the fifth day of each month.

Each applicant or nominator must complete an application which identifies the employee's job classification, years of service and the reason why the employee deserves the award.

To be eligible for the monthly award, classified or non-classified employees must work a minimum of 37.5 hours per week and be a non-probationary employee with at least one year of continuous employment.

Nominations must be made on the basis of one or more of the following criteria:

- Outstanding and sustained performance of assigned duties;
- Significant and positive impact on the university or community;
- Outstanding attendance record;
- Responsible attitude toward job duties;
- Special rapport with other employees and/or students.

During June of each year, the Employee of the Month Committee will evaluate the 12 employees selected during July through June of the previous year and vote by secret ballot to determine the Employee of the Year.

Funeral held for Connie Murdock

Funeral services were held June 6 for Connie Murdock, accounts payable manager in the Accounting Office. She was 42.

Murdock, a resident of Proctorville, Ohio, died June 3 at St. Mary's Hospital. She was a member of the MU staff since March 1, 1996 and was selected Marshall University Employee of the Month in August 1997 after being nominated by the staff of the Accounting Office.

"In that short time, Connie has made a very positive impact on this office. We have found that no job is too trivial, or no job too big for her to take on. She has tackled them all with equal enthusiasm," the staff stated in its letter of nomination for MU Employee of the Month.

"We feel she deserves this honor because she exhibits a type of leadership which has enabled each of us to fulfill our goals."

MU NEWSLETTER

MARSHALL UNIVERSITY • OFFICE OF UNIVERSITY RELATIONS • HUNTINGTON, WEST VIRGINIA 25755 • July 2, 1998

Frances Cantrell named Employee of the Year



Frances Cantrell receives the September Employee of the Month Award from Marshall President J. Wade Gilley. Cantrell was named Employee of the Year for the 1997-98 academic year and was honored July 2 during a luncheon at University Place.

Marilyn "Frances" Cantrell of South Charleston, payroll representative in the MU Graduate College, has been selected as the recipient of Marshall University's Employee of the Year Award for 1997-98, according to Bill Burdette, chairman of the selection committee.

Named Employee of the Month in September, 1997, Cantrell is the first person from the new Marshall University Graduate College to be awarded MU Employee of the Month and is the first MUGC recipient of the Employee of the Year Award. The MUGC was formed July 1, 1997, when Marshall merged with the former West Virginia Graduate College.

She was nominated for the award by Sharon Rutherford, director of payroll at the Graduate College, and Katherine Coffey, benefits counselor at Marshall University.

"The merger with the former West Virginia Graduate College brought many new challenges to Marshall's payroll staff," Rutherford said. "We were asked to merge the payroll functions of both institutions for the July 1-16 pay period, and we did it with the help of Frances Cantrell."

She has been at the former West Virginia Graduate College for 22 years.

"Frances learned Marshall's computerized payroll system and did the data entry for the entire Graduate College. A merger is a difficult process, and ours was made easier by her positive attitude, flexibility and acceptance of change," Rutherford said.

The Employee of the Month and Employee of the Year program recognizes outstanding performance by classified and non-classified staff at the university.

Marshall University President J. Wade Gilley and his wife, Nanna, provided funds through a grant to establish the program.

Awards are made to MU employees who have exhibited exceptional levels of work performance and displayed high regard and loyalty toward the university and their job responsibilities.

Cantrell received a plaque and a check for \$300 for being named Employee of the Year. The presentation was made July 2 during a luncheon at University Place, the Marshall president's house.

Marshall University's Employee of the

Month Award winners for 1997-98



Janet Dudley,
Administrative Secretary Senior
Department of Geology
July 1997



Molly McClennan,
Residence Halls Supervisor
Department of Residence Services
October 1997



Josephine Fidler,
Director of University Libraries
University Libraries
January 1998



Barbara Johnson,
Building Service Worker
Department of Residence Services
April 1998



Connie Murdock,
Accounts Payable Manager
Accounting Office
August 1997



Connie Zirkle,
Administrative Secretary Senior
Department of Psychology
November 1997



Nancy Pelphey,
Program Assistant I
Office of Alumni Affairs
February 1998



Tammy Mathews,
Records Assistant II
Registrar's Office
May 1998



Marilyn "Frances" Cantrell,
Payroll Representative
Marshall University Graduate College
September 1997



Gina Broce,
Program Assistant I
School of Nursing
December 1997



Elizabeth "Liz" McMullen,
Administrative Secretary Senior
W. Page Pitt School of Journalism and Mass Communications
March 1998



Tracy Meighan,
Counselor II
Office of Student Development
June 1998