

Rose Mary Saenz Awards & Robert Davis Awards Staff Nomination Overview & Eligibility Criteria

Our Lady of the Lake University encourages the recognition of performance excellence and high achievement. A staff reward and recognition program has been implemented in honor of Rose Mary Saenz and Robert Davis, who both went above and beyond in their everyday duties.

The Staff Advisory Council will coordinate the nomination and selection process for these four awards:

- Rose Mary Saenz Award for Customer Service
- Rose Mary Saenz Award for Staff Excellence
- Robert Davis Award for Service to Students
- Robert Davis Award for Community Building

The nomination form is different for each of the four awards. Please refer to each one for the specific criteria.

Selected recipients will receive recognition and a monetary award during the Annual OLLU Staff and Faculty Appreciation Event.

Award Eligibility

- OLLU staff employees must have completed three years of full-time or half-time employment, through March 1, to be eligible for consideration.
- Only staff employees who are in good standing with the University will be eligible for consideration. The selection committee chair will verify that the employee is in good standing with the multiple departments in which staff have employee or business transactions. Additionally, the employee should not have received a written warning, initiated through the Human Resources Office, during the recognition year.
- Recipients of the Rose Mary Saenz Award or Robert Davis Award within the last three years are *ineligible* to receive any of the Rose Mary Saenz or Robert Davis Awards this year. Congratulations to previous recipients:
 - 2019 - Nancy Mcferron, Cyndi Trevino, German Medina and April Tamayo
 - 2018 - Regina Romero, Veronica Reyna, Sandy Alvarado and Mac Pena
 - 2017 – Ann-Margaret Cervantes, Dickie Ortiz, Anna Marie Ramirez, and Erika Ramirez
 - 2016 – Nancy Dales, Julie Kneupper, Karen Reed, and Diana Saucedo
 - 2015 – Jennifer Bendele, Roxanna Chavez, Ana Flores, Marianela Flores, and Christopher Pagonis
- While a person can be nominated for more than one award, an employee will not be selected for more than one of these awards in a year.

Nomination Instructions and Award Timeline

- Completed nomination forms must be submitted to sac@ollusa.edu by Friday, April 24, 2020.
- Any faculty, staff, or administrator can nominate someone.
- If the nominator is not the employee's direct supervisor, note that the committee will separately share this nomination form with the nominee's supervisor for additional feedback.
- The Awards Selection Committee, an ad hoc committee of the Staff Advisory Council, will be responsible for selecting the recipients of the annual awards.
- Award winners will be announced at the Annual OLLU Staff and Faculty Appreciation Event.

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Overview of Rose Mary Saenz Awards

Rose Mary Saenz was known for her commitment to providing excellent service for the staff, faculty, and students of the university she loved. Her embodiment of our core values, positive attitude, and work ethic are still a powerful memory today.

The **Rose Mary Saenz Award for Customer Service** recognizes a person that has understood, throughout the past year, that the work of the University needs willing hands and is the type of person that you think of when you need help, even when it is outside of their department or area of expertise. They provide excellent customer service to all constituencies.

The **Rose Mary Saenz Award for Staff Excellence** honors such individuals, whose work, this year, shines just a bit brighter and who serve as shining examples of how to reach even greater heights. In particular, he/she is conscientious in performing his or her duties and continually met or exceeded his or her goals. He/she is accountable to one another, as well as to the University as a whole. During the past year, the candidate has consistently exceeded the expectations of the position, performing at a level above and beyond the normal job requirements and expectations.

Overview of Robert Davis Awards

Robert “Bubba” Davis exemplified caring, dedication, and support for service to students at Our Lady of the Lake University at a level that goes beyond normal expectations. Robert would always find the time and made himself available to help a student whether it be to register the student for classes or answer questions about their degree program or graduation status or other concerns. Robert was a student advocate and mentor, and it was important to see a student be successful and graduate. The **Robert Davis Award for Service to Students** is given to a staff member who has gone beyond the call of duty in service to the students.

Robert “Bubba” Davis also led several efforts in support for staff morale initiatives which helped employees cross the threshold from being just an eight-to-five employee to really being part of the OLLU family. Through attitude and action, he thought that having fun and social support are important for a happy employee environment. The **Robert Davis Award for Community Building** recognizes the importance of teamwork for OLLU, goals of customer satisfaction, and employee harmony. The award is given to a staff member who participates in community building across divisions and departments. This person should exemplify the spirit of thanksgiving for the contributions that every OLLU job makes toward the whole wellbeing of the University.