



San Bernardino  
Valley College

DIVISION OF APPLIED TECHNOLOGY, TRANSPORTATION, & CULINARY ARTS

## MEMORANDUM

**TO:** Nomination Committee for 2010-2011 District Employee of the Year  
**FROM:** Cecile Smith, Administrative Secretary  
**DATE:** March 14, 2011

**SUBJECT:** Nomination of June Flores for 2010-11 District Employee of the Year

I would like to nominate June Flores, Purchasing Assistant, of the District Purchasing Department, for the 2010-2011 District Employee of the Year Award.

When I think about the number of times I have contacted June Flores with frantic pleas for help, and when I multiply that huge number of times by the number of other people who I am sure contact her for help as often as I do, I find it mind-boggling that June has always remained so calm, courteous, professional, and helpful. She has always patiently listened to every detail of every impossible situation I have brought her, no matter how busy she might be at the time.

I can only imagine how frustrating it must be to deal with the constant interruption of phone calls and e-mails from faculty and staff of two campuses, but she has always made me feel that taking my call and solving my problem was the most important thing she could possibly be doing at the time. She has always made time to listen to my concerns and problem situations before explaining the solution in terms I could understand, and I have often presented her with some extremely complicated situations. I have never known her to raise her voice, become irritable, or lose her patience. And I have never come to her with a problem for which she could not find the proper solution.

She is excellent at her job, extremely knowledgeable about the Purchasing system, and extremely detail-oriented, finding every detail I may have overlooked in my Purchase Requests that could prevent a PR from becoming a PO, yet pointing out my mistakes in such a way that I have never felt put down or stupid, and even suggesting how to correct them.

She is hard-working, dedicated, and a definite asset to the District staff. June most definitely deserves to be recognized as District Employee of the Year.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Cecile Smith'.

Cecile Smith

Administrative Secretary

Applied Technology, Transportation, and Culinary Arts Division