



March 9, 2011

Annual Awards Celebration Committee
San Bernardino Valley College
701 S. Mt. Vernon Avenue
San Bernardino, CA 92410-2798

Dear Annual Awards Celebration Committee:

I would like to nominate **Cecile Smith**, Administrative Secretary, Applied Technology, Transportation, and Culinary Arts Division, for an **Outstanding Service Award**.

Cecile strives "in every day in every way" to make our Division a better place for faculty, staff, and students. Her dedication and caring attitude is prevalent in all her activities. She has worked diligently, beyond the call of duty, to help faculty, staff, and students. Whenever anybody needs help, Cecile always comes to the rescue no matter how busy she is at the time.

Cecile continually accomplishes the impossible tasks within a severely restrictive time frame. She supports every department with her expertise, enthusiasm, and tenacity. She willingly donates her own time to help faculty, staff, and students.

Cecile always volunteers to help with the Adjunct Faculty Orientation meetings every semester. She also volunteers to help with Commencement activities throughout the day every year.

If you ask any of the Division faculty and staff, "Who is indispensable in this Division?" The answer would be Cecile Smith. She is most deserving of this award and signifies that she is truly being recognized for her duties beyond the scope of her job.

Sincerely,

A handwritten signature in cursive script that reads "Nan Meechubot".

Nan Meechubot
Applied Technology, Transportation, and Culinary Arts Division