

Main Administration Building College Park, Maryland 20742 301.405.5803 TEL 301.314.9560 FAX

January 12, 2010

Ms. Deborah J. Geare, Chair CUSS Community Development Committee Maryland Institute for Policy Analysis and Research University of Maryland, Baltimore County 1000 Hilltop Circle, Public Policy 424 Baltimore, MD 21250

Dear Ms. Geare:

I am pleased to endorse the six nominations submitted by the University of Maryland University Senate Staff Awards Committee for the 2010 Board of Regents' University System of Maryland Staff Awards. The nomination materials are enclosed.

Our internal review committee, headed by Cynthia Shaw, Chair of the University Senate Staff Affairs Committee, reviewed each nomination carefully and recommended a slate of candidates for these awards who are without exception outstanding in their performance and dedication.

These candidates are most deserving of the special recognition conveyed by the Regents Staff Awards, and I am pleased to forward to you these nominations with my most enthusiastic endorsement.

Yours sincerely, C. D. Mote. Jr.

President

CDM:sb

Enclosures

cc: Ms. Cynthia Shaw, Chair, Senate Staff Affairs Committee
 Dr. Elise Miller-Hooks, Chair, University Senate
 Ms. Reka Montfort, Executive Director, University Senate
 Dr. Sally Koblinsky, Assistant President and Chief of Staff



1100 Marie Mount Hall College Park, Maryland 20742-4111 Tel: (301) 405-5805 Fax: (301) 405-5749 http://www.senate.umd.edu

December 17, 2009

- To: President C.D. Mote
- From: Cynthia Shaw, Chair Senate Staff Affairs Committee

RE: Recommended Nominees for 2009-2010 Board of Regents USM Staff Awards

On behalf of the University Senate Staff Affairs Committee, it is my pleasure to recommend the following campus nominees for Board of Regents USM Staff Awards:

- 1. For exceptional contribution to the institution and/or unit to which the person belongs
 - Exempt: **Gary Seibel**, Research Engineer and Supervisor Environmental Science & Technology
 - Nonexempt: **Fletcher Kinne**, Office Supervisor I Department of Mathematics
- 2. For outstanding service to students in an academic or residential environment
 - Exempt: Linda Lachman, Adviser College of Chemical and Life Sciences
 - Nonexempt: Lois Reid, Graduate Coordinator Department of Biology
- 3. For extraordinary public service to the university or to the greater community
 - Exempt: Larry Brookman, Facility Manager Facilities Management
 - Nonexempt: Julia Heng, Department of Public Safety

In total, we received eighteen exempt and ten nonexempt nominations, which is an increase from last year. All nominees are exceptional members of our university community. As the Council of University System Staff (CUSS) has requested that nominations be sent via email this year, the six nomination packets of the recommended nominees will be emailed to your office as PDF files. A compact disc with the same files is enclosed. We are also happy to send hard copies to your office, should you so wish.

Please contact me if I may be of further assistance. I can be reached at 301-405-9356 or via email at <u>ceshaw@umd.edu</u>.

Cc: Sally Koblinsky, Assistant President and Chief of Staff Elise Miller-Hooks, Chair, University Senate Reka Montfort, Executive Secretary and Director, University Senate

Enclosure (1)



Bowie State University 14000 Jericho Park Road Bowie, MD 20715

Coppin State College 2500 W. North Avenue Baltimore, MD 21216

Frostburg State University 101 Braddock Road Frostburg, MD 21532

Salisbury University 1101 Camden Avenue Salisbury, MD 21801

Towson University 8000 York Road Towson, MD 21204

University of Baltimore 1420 North Charles Street Baltimore, MD 21201

University of Maryland, Baltimore 520 West Lombard Street Baltimore, MD 21202

University of Maryland Biotechnology Institute Executive Office 15825 Shady Grove Rockville, MD 20850

University of Maryland Center for Environmental Science P.O. Box 775 Cambridge, MD 21613

University of Maryland Baltimore County 1000 Hilltop Circle Baltimore, MD 21250

University of Maryland College Park College Park, MD 20742

University of Maryland Eastern Shore Princess Anne, MD 21853

University of Maryland University College 3501 University Boulevard East Adelphi, MD 20783

University System of Maryland Office 3300 Metzerott Road Adelphi, MD 20783-1690 September 29, 2009

Dr. C.D. Mote, Jr. President University of Maryland, College Park 1101 Main Administration Building College Park, MD 20742-5025

Dear Dr. Mote:

The Council of University System Staff (CUSS) is accepting nominations for the 2009/2010 Board of Regents University System of Maryland Staff Awards. We continue to encourage exempt nominations, and we would especially like to see an increase in the number of nonexempt nominations. These awards present an excellent opportunity for USM institutions to recognize outstanding staff members. All of the USM institutions, as well as the USM Office, are encouraged to submit nominations for the Board of Regents Awards by Friday, January 22, 2010.

In accordance with the Board of Regents Policy, the nominations must be reviewed at each institution before submission to the CUSS Awards Review Committee. This Committee will then select the final candidates to be submitted to the USM Board of Regents. Your institutional review committee should be representative of all classifications of employees at your institution.

The nomination instructions are enclosed and should be forwarded to employees within your institution. To assist with the nomination process, we are including a sample nomination package and the guidelines UMBC uses. To facilitate the process, please submit the name, phone number and email address for a contact person from your institutional review committee to Deborah Geare prior to October 23, 2009.

Please remember to set a deadline at your institution that will allow your internal Awards Review Committee to review nominations and submit your final nominees to the CUSS Awards Review Committee by the <u>firm</u> deadline of **4:00 p.m.**, **Friday**, **January 22, 2010**. Nomination packets received after the deadline <u>will not</u> be considered for the Awards.

We look forward to receiving nominations from your institution. Please send your nominations by email to geare@umbc.edu. If you have any questions, please do not hesitate to contact us or your institution's CUSS representatives.

Best Regards,

W. Brown/dg

Willie Brown Chair, CUSS wbrown@umd.edu 301.405.2951

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cc: CUSS Members

Board of Regents' University System of Maryland Staff Awards Academic Year 2009-2010

Nomination Instructions, Package and Process

Each institution may nominate <u>one</u> Exempt and <u>one</u> Nonexempt Staff member for each of the three award categories (BOR Policy VII-P1: 1) Nonexempt 2) Exempt-C managers, administrators and professional staff). If multiple nominations are received for any of the categories or if documentation is missing from the nomination packages, they will be returned to the institution for further review and re-submission (time permitting).

Award Categories

- Exceptional contribution to the institution and/or unit to which the person belongs
- Outstanding service to students in an academic or residential environment
- Extraordinary public service to the university or the greater community

Eligibility

- Nominee must be a Staff employee of the University System of Maryland community, including all Staff employees on Regular and Contingent II status.
- Nominee must have been employed for at least five (5) consecutive years.
- Nomination may not be made without the knowledge and consent of the nominee.

Nomination Package

A nomination package should be generated for each individual that includes the following documents, organized in the order listed:

- 1. <u>Nomination Cover Sheet</u>-a cover sheet must be completed and signed. A blank cover sheet is attached and may be copied for each nominee. **Do not change the format of the cover sheet.**
- 2. <u>Nomination Letter</u>-the letter shall state the category for which the Staff member is being nominated and give testimony of exemplary performance in that category.
- 3. <u>Resume or summary of job duties</u>—resume should be current, but should not be excessively long. **Do not** include lengthy lists of activities that are not relevant to the nomination. See sample resume.
- 4. <u>Letters of Recommendation</u>-include at least two, but not more than five, letters of recommendation. Recommendations are welcome from persons external, as well as internal, to the institution and should include information on how to contact the author. Letters must be in support of the candidate's activities as they relate to the category for which he/she is being nominated. Emailed letters are acceptable.
- Optional Supporting Materials-any additional materials (e.g., articles, awards, recognitions) that the nominee may feel reflects accomplishments that are relevant to the award category, not to exceed ten (10) pages.

Submission of Packages

Email one electronic (PDF preferred) copy of each nomination package to: <u>geare@umbc.edu</u>. Please mark the subject line as "BOR Award Nomination."

Please limit the nomination packages to the requested relevant materials. More is not necessarily better. It is not the intention of the Board of Regents University System of Maryland Staff Awards Review Committee to require excessive documentation. However, nominations must contain sufficient material to acquaint the Awards Review Committee with the nature and quality of the individual's achievements.

DEADLINE FOR RECEIPT OF NOMINATION PACKAGES TO DEBORAH GEARE: Friday, January 22, 2010 by 4:00 P.M.

Selection Process

The CUSS Awards Review Committee will review nomination packages and submit its recommendations for awards to the Board of Regents. Announcements of the Award recipients will be made by the Board of Regents by September, with Award payments made after that.

BOARD OF REGENTS AWARD NOMINATION COVER SHEET

Name of Nominee:		_ Years Employed:	
Institution: Department or U	nit:		
Address:		Second second	
Position Title:	Exempt	Nonexempt	
E-Mail Address:	Work Phone:		
Please check the category for which the employee is	s being nominated:		
Exceptional contribution to the institution	and/or unit to which	the person belongs	
Outstanding service to students in an acad	lemic or residential e	environment	
Extraordinary public service to the univer	sity or to the greater	community	
Please check and attach each of the following, in th	e order given:		
Nomination Cover Sheet			
Nomination Letter			
Current Resume or Job Summary for Non	-Exempt		
At least two (2) but not more than five (5)	letters of recommer	ndation (emails OK)	
Optional supporting material, not to excee	ed ten (10) pages		
One Electronic submission (PDF file) is requested.			
Nominator's Name (please print)	Dep	partment	
Nominator's E-Mail	Phone N	Number (work)	
Nominator's Signature:			
Trommator 5 Dignature.			

SAMPLE

UMBC

September 19, 2008

Ms. Deborah Geare Chair CUSS Community Development Committee Office of the Provost University of Maryland, Baltimore County 1000 Hilltop Circle Baltimore, Maryland 21250

PHONE: 410-455-2333 FAX: 410-455-1107 VOICE/TTY: 410-455-3233 WEB: WWW.umbc.edu/

Dear Deb:

In the spirit of encouraging friendly competition, we are pleased to share with sister USM institutions the components of our approach to the Board of Regents USM Staff Awards process that have guided our efforts to win recognition for UMBC's most outstanding staff.

- UMBC has integrated the campus-wide solicitation of nominations for Board of Regents USM Staff Awards with solicitations for the other major staff awards – UMBC Presidential Distinguished Staff Awards and the Jakubik Family Endowment Staff Award -- to make nominations of outstanding staff convenient, just once a year, for busy faculty, staff, and administrators
- UMBC has a website that includes all the information necessary for making nominations <u>http://umbc.edu/provost/StaffAwards</u>. We also print and distribute campus-wide a marketing brochure (see website), and our sign shop designs and posts a billboard in a high traffic area to encourage nominations
- UMBC has a Staff Awards Committee charged by the Provost not only with reviewing nominations and making recommendations to him and the President, but also with generating campus enthusiasm during the nominations period, and soliciting strong nominations for consideration
- UMBC's Provost commits approximately 40 hours of work each year from his professional staff to the tasks involved in developing each aspect of a strong packet for each nominee: letters of support, supporting documents, resume, and letter of nomination.

Per your request, I have enclosed -- as an example of the process described above -- the packet that we submitted last year to your committee on behalf of Dennis Cuddy, one of the Board of Regents USM Staff Award winners from UMBC for 2008.

Sincerely,

Beth Wells

Beth Wells Assistant Vice Provost for Academic Affairs

NOMINATION COVER SHEET

10 To 1

Nominee must have been employed for at least five (5) consecutive years		
UMBC, 1000 Hilltop Circle, Baltimore, MD 21250		
Department of Chemistry and Biochemistry		
Manager, Administration and Facilities ExemptX_ Nonexempt (All Regular or Contingent II)		
Cuddy@umbc.edu Work Phone 410-455-2522		
gory for which the employee is being nominated:		
al contribution to the institution and/or unit to which the person belongs		
g service to students in an academic or residential environment		
ary public service to the university or to the greater community		
ch each of the following, in the order given:		
n Cover Sheet (this page-do not change this form)		
n Letter		
_ Current Resume		
At least two (2) but not more than five (5) letters of recommendation		
(2) out not more than rive (3) retters of recommendation		

Freeman A. Hrabowski, III Nominator's Name (please print)

President Department

Hrabowsk@umbc.edu Nominator's E-Mail

410-455-3880 Phone Number (work)

Nominator's Signature:

These

UMBC

AN. HONORS UNIVERSITY IN MARYLAND

Office of the President University of Maryland, Baltimore County 1000 Hilltop Circle Baltimore, Maryland 21250

PHONE: 410-455-2274 FAX: 410-455-1210 VOICE/TTY: 410-455-3233 WWW.umbc.edu

January 15, 2008

Ms. Colette Becker, Chair CUSS Community Development Committee Health Sciences and Human Services Library University of Maryland, Baltimore 601 W. Lombard Street Baltimore, Maryland 21201

Dear Ms. Becker:

I am delighted to nominate Dennis Cuddy for the Board of Regents' University System of Maryland Staff Award for his exceptional contributions to UMBC and the Department of Chemistry & Biochemistry.

Dennis came to UMBC eight years ago, following 12 years of service at the University of Maryland, Baltimore. It has been our good fortune that he arrived at UMBC just when we needed someone with considerable abilities to serve as Chemistry's Manager of Administration and Finance. As faculty in the Department attest in their letters of support, Dennis's many contributions to the teaching and research mission of the Department are invaluable. As the manager responsible for the complex infrastructure of a major academic department, Dennis works tirelessly behind the scenes to ensure that the laboratories, classrooms, offices, and business processes of the Meyerhoff Chemistry Building are operating well. To do their work well, students, faculty, and staff must be able to rely on the smooth operation of the facilities. Dennis makes that possible, day after day, through his total commitment to the Department, his exceptional planning and problem-solving skills, and his skillful supervision of 10 employees, including front desk staff, a business manager, purchasing agent, supply room workers, and a glass blower.

In addition to the day-to-day "miracles" Dennis performs behind the scenes, there have been several major projects in which his leadership and diplomatic skills, combined with his organizational skills and technical expertise, have been invaluable to the Department and UMBC. Dennis was the Department's manager for the recent \$34-million renovation of the Meyerhoff Chemistry Building, a project that lasted two years and during which the building was occupied and in use. Dennis's masterful coordination of this major project required working tirelessly with contractors and faculty to keep classrooms and laboratories running throughout the three-phased renovation. Dennis made it happen. Largely due to his management, the project won the Construction Owners Association of America's 2003 *Project Leadership Award*. Furthermore, Dennis used his grantsmanship skills to secure \$2 million in National Institutes of Health funding to support the project and collaborated with colleagues to craft a State budget amendment to ensure the project's funding.

Dennis's contributions also have been invaluable to the Chemistry Discovery Center, a project by which the Department has been able to cut in half the size of sections in Chemistry 101 and 102,

shift the learning method to one of discovery for the students, and significantly increase the success rate of students in the courses. The "catch" was that the facility in which this exciting educational innovation was to occur had to be ready in a matter of weeks. Again, Dennis made it happen, and the program is not only a success in our Chemistry and Biochemistry Department, but also is being used as a model by our Physics and Mathematics Departments.

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To his credit, Dennis also has taken on responsibility for coordinating the Department's annual Undergraduate Research Symposium (even though it is not directly related to his primary responsibilities). While the project has been under Dennis's management, the number of students participating in the Symposium has grown from 60 to 300, with students coming from all over the East Coast and 200 of them participating in poster sessions. As a result of Dennis's efforts, the event is now funded by the NIH.

Characteristically, many of Dennis's efforts go on behind the scenes, making it possible for the work of UMBC students and faculty to shine. Dennis and his outstanding work are held in the highest regard by his colleagues across the campus, as the enclosed letters of support reflect. I am delighted to recommend him for the Board of Regents' University System of Maryland Staff Award.

Sincerely,

Trance A - Hrobouche

Freeman A. Hrabowski, III President

Dennis P. Cuddy

1810 ½ East Baltimore Street Baltimore, MD 21231

(410) 455-2522 - work (410) 676-7211 - cell

EDUCATION

1977-1981 - Bachelor of Science, Biology, The Pennsylvania State University

1981-1982 - Bachelor of Science, Microbiology, The Pennsylvania State University

1986-1988 - Master of Administrative Science (Management Option), Johns Hopkins University

1991-1993 - Pursued Ph.D. in Medicinal Chemistry, University of Maryland, School of Pharmacy

WORK EXPERIENCE

1999-present

Manager, Administration and Facilities Meyerhoff Chemistry Building Department of Chemistry and Biochemistry University of Maryland Baltimore County Baltimore, Maryland 21250

Major Accomplishments-

- Coordinated a \$34,000,000 renovation project over three phases, which included the authorship
 of a \$2,000,000 NIH construction grant for the Meyerhoff Chemistry Building
- Co-authored, with Mark Demshak, a State budget amendment proposal (line MCCB04-064 \$7,300,000) for the timely and cost efficient completion of the south wing renovation which was part of the total \$34,000,000 mentioned above
- Won Construction Owners Association of America 2003 Project Leadership Award in the public owner category for design and craftsmanship of phase I of the project (north wing)
- Continued to run laboratory classes and keep research running throughout the course of construction. Enrollment for chemistry courses during the construction rose from 3570 in Academic year 2001 to 5192 in AY '05
- Oversaw a growth of research funding from \$2,059,932 in FY 1999 to \$5,310,342 in FY 07
- Directed in house tradesmen and coordinated computer network offices to set up the Chemistry Discovery Center. Over the course of 8 weeks put together a state of the art, fully interactive learning environment
- Convinced upper management to implement laboratory fees to offset quickly rising costs of teaching increased numbers of students and cost increases associated with waste disposition, fuel surcharges, hazmat fees and 10 years of inflation

On an emergency basis, had to become the primary purchasing agent while our usual person was
out on extended leave with a back injury. Purchased over \$75,000 in goods and services over 2
months for research and teaching operations of the department while I carried out my usual
duties

-: -:

- Member, Student Administration software implementation advisory committee. This committee allows a formal way to provide consultation as UMBC begins implementation of the new Student Administration System in fall 2007
- Coordinator of the Undergraduate Research Symposium, now in it's 10th year, which has grown from a few dozen participants to 198 submitted abstracts with over 400 registrants including students and faculty in 2006. Abstracts were submitted from students at 49 Colleges and Universities from 9 States and the District of Columbia
- Responsible for the complete and accurate reporting of departmental activities including faculty workload, ACS Bachelors degree accreditation certification, ASBSB graduation surveys, NIH/NSF graduate surveys, graduate and undergraduate catalogs, etc.
- Departmental Webmaster
- · Coordinator of security, work orders, lab set up and capital procurement in the building
- · Scheduling coordinator for the department of both academic and non-academic events
- Member, University classroom committee
- · Member, University Environmental Health and Safety committee
- Chair, Departmental awards committee
- Oversees a staff of 8-10 and three purchasing cards

1996-1999

Assistant Administrator Greenebaum Cancer Center University of Maryland Baltimore Baltimore, Maryland 21201

Major Accomplishments-

- Responsible for all aspects of the operations of the Research Areas of the Cancer Center
- Responsible for overseeing the upgrade of our computer network, coordinating an entire telephone system upgrade, parking and security, and renovation of an additional 9,000 sq. ft. of laboratory space for the research labs

- Involved in the recruiting of Faculty for a Center for Genetic Therapy in Cancer and the creation
 and recruitment of technical staff positions for the Facility
- Responsible for the preparation and adherence of Hospital operational budgets in four distinct areas of the Cancer Center
- Oversight and coordination of the purchasing, billing and accounts payable aspects of grant budgets, capital equipment procurement and core facility operations
- Arranged service agreements, repairs and certifications (where applicable) of all equipment in the
 research areas
- Evaluated computer software and hardware for use in the Cancer Center's network and desktop environments

1987-1996

Research Laboratory Supervisor University of Maryland Cancer Center Baltimore, Maryland 21201

Major Accomplishments-

- Responsible for the operations of four departments totaling 50 scientists and support staff in the Cancer Center: Developmental Therapeutics, Molecular Biology, Biological Response Labs and Biostatistics
- Preparation of budgets for each of the divisions and monthly variance reports for each of the budgets
- Administrated contracts and oversaw performance of a number of external companies and internal personnel for maintenance, certifications and perishable supplies
- Supervised and managed all common use facilities, including the billing of outside departments for monthly usage
- Responsible for equipment procurement and laboratory design, approval of all purchases on hospital budgets in the research area, supervision of the research area's purchasing and accounts payable and research support technicians
- Preparation of position descriptions, hiring, firing and outplacement. Preformed grant funded research to support part of my salary resulting in 7 peer reviewed journal articles and numerous abstracts
- Technical expertise included: Tissue Culture, DNA Purification and isolation, PCR, Fluorescence Activated Cell Sorting (FACS) analysis, HPLC, Alkaline Elution, Molecular Dynamics Phosphorimager and Laser Densotometry Documentation systems, Protocol development and data presentation

UMBC

Department of Chemistry and Biochemistry University of Maryland Baltimore County 1000 Hilltop Circle Baltimore, MD 21250

Phone: 410-455-2529 Email: pollack@umbc.edu

Ms. Colette Becker Chair CUSS Community Development Committee Health Sciences and Human Services Library University of Maryland, Baltimore 601 W. Lombard Street Baltimore, MD 21201

Dear Committee Members,

It gives me great pleasure to support the nomination of Mr. Dennis Cuddy for a University System of Maryland (USM) Board of Regents Staff Award. In my position as Chair of the Chemistry and Biochemistry Department at UMBC from 1998-2007, I worked closely with Dennis on a daily basis. Dennis was truly invaluable to me and the department as a whole, as he enabled me to concentrate on the policy aspects of the position, knowing that the operations of the department would run smoothly. Dennis handles both routine and difficult tasks with ease and efficiency, and many of the things that he does would be the responsibility of the Chair or Associate Chair in most departments, such as course scheduling, workload reports and supervision and coordination of staff. Dennis is the point person for any problems or difficulties that the faculty and students have, from building maintenance to difficulty with ordering equipment. Rarely, did any of these difficulties find their way to me.

Dennis' contributions are extraordinary in every way. He not only handles the daily operations of the department, but he coordinates virtually all of the major functions. For example, Dennis takes care of the logistics for our annual Undergraduate Research Symposium at which we have nearly 300 attendees from all over the East Coast, with almost 200 poster presentations. This is an enormous job, as it entails room setup, arrangements for both breakfast and dinner, registration, awarding of prizes, and financial oversight. With Dennis' help, this event has become has become the premier event of its kind in the area, and is now funded by the National Institutes of Health. Organizational efforts such as this typically go unnoticed unless something goes wrong. Over the course of the almost ten years that Dennis was in charge of this logistical effort, I can remember nothing that was not handled in a first class manner. As usual, Dennis was happy to just be part of the background of this event. His reward is simply knowing that everything runs smoothly.



University of Maryland University College

Office of the CFO and Vice President for Administration

December 14, 2007

Ms. Colette Becker, Chair CUSS Community Development Committee Health Sciences & Human Services Library University of Maryland, Baltimore 601 W. Lombard Street Baltimore, MD 21201

RE: Letter of Recommendation - Dennis Cuddy

Dear Ms. Becker:

I am very pleased to send this letter of recommendation in support of Mr. Dennis Cuddy's nomination for the USM Board of Regents Staff Award in the category of "Exceptional contribution to the mission of the university and/or his unit."

I have had the pleasure of knowing Mr. Cuddy for the last eight (8) years. I worked directly with him on the \$24M renovation of the UMBC Chemistry Building in which he represented the department. He did an outstanding job. This project was very complex with research labs, teaching labs, classrooms and faculty offices. This complete renovation was phased resulting in occupancy in the building while construction proceeded. He well represented his department, coordinated their activities with the ongoing construction and insured that the final project would fully meet the department's needs.

He was diligent, cooperative, communicated appropriately and never failed to complete any tasks under his responsibilities. He demonstrated a strong commitment to excellence and a willingness to assist beyond normal expectations. His efforts insured that the students' education and the ongoing research by this department proceeded without disruption; this is a monumental task, particularly on a project with a 2 year construction schedule. This project received the Project Leadership Award from the Construction Owners Association of America in large part due to Mr. Cuddy's leadership and contributions.

I am pleased to send this letter in support of his nomination and appreciate your consideration.

Sincerely yours,

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M. Teresa Cook Vice President of Administrative Services

3501 University Boulevard East, Adelphi, MD 20783-8019 USA 301-985-7873 = Fax 301-985-7378 = www.umuc.edu Dennis' work with the renovation of the Meyerhoff Chemistry Building was truly outstanding. He coordinated the departmental contributions to all aspects of this work, including planning and monitoring the construction to make sure that our interests were being served optimally. He truly supervised the operation on our behalf. One can appreciate his attention to detail by noting that there have been virtually no complaints about the finished building, in contrast to the numerous major complaints that are normal for new or renovated buildings. In addition, Dennis wrote the first draft of the NIH proposal that was funded for the \$2 million that was needed to finish the renovation. This was a major effort, and it required little editing on my part after he was finished.

In addition to his work in the department, Dennis takes responsibility for much of the interdepartmental interactions that are necessary at the staff level. He even took my place at several interdepartmental meetings that were concerned with such things as class scheduling organization. He always seems to be able to present the department's view of things, and he needs little guidance to get it right.

It is difficult to overemphasize the contributions of Dennis Cuddy to the Department. He is invariably smiling and helpful, and he is available at all times, even on days off and vacations. He routinely works on weekends if necessary, and he never even mentions it. I cannot count the number of times that I had to call him when he was on vacation, and he responded cheerfully. No matter how much work I asked him to do, he was happy to do it, and he takes pride in his ability to work harder than anyone else.

When I became Chair, the previous department manager indicated that she was going to retire. At the time, I wondered how we would get along without her, since she was the most competent staff person that I had seen in over 30 years of teaching. To my amazement, Dennis surpassed even the track record of this person! Department Chairs may come and go, but it is Dennis who is the glue that holds the department together.

I recommend Dennis Cuddy in the strongest possible terms for this award. It will be a fitting recognition of his outstanding contributions to the Department of Chemistry and to UMBC.

Sincerely,

Kellach

Ralph Pollack Associate Vice President for Research Professor of Chemistry and Biochemistry

UMBC

AN "HONORS UNIVERSITY IN MARYLAND

November 27, 2007

Ms. Colette Becker Chair

Department of Chemistry and Biochemistry University of Maryland, Baltimore County 1000 Hilltop Circle Baltimore, Maryland 21250

PHONE: 410-455-2491 FAX: 410-455-2608 VOICE/TTY: 410-455-3233 WWW.umbc.edu

University of Maryland, Baltimore 601 W. Lombard Street Baltimore, MD 21201

CUSS Community Development Committee

Health Sciences and Human Services Library

Dear Ms. Becker,

It is with great pleasure that I am writing this letter in support of Mr. Dennis Cuddy's nomination to a University System of Maryland (USM) Board of Regents Staff Award. Since he came to UMBC in 1999, I have had the good fortune of getting to know and appreciate him as a colleague in the Department of Chemistry and Biochemistry.

As the Manager of Administration and Facilities, Dennis' contributions to the success of our teaching and research missions are invaluable. A major task of his consists of overseeing the infrastructures and keeping the Department's operations running smoothly. This requires a great deal of work behind the scenes, which may go largely unnoticed by anybody relying on it, until something unusual or catastrophic comes up. When this happens, he is always the first respondent, the point person who knows what to do or whom to call to resolve any situation. His major preoccupation, however, is to prevent such situations with forward thinking and preparation. For this reason, it is ironic that his best performances result in very uneventful and worry-free days at the office for the rest of us.

Time and again, I have seen and enjoyed the fruits of his uncanny abilities as a planner and problem solver. An excellent example is provided by his determinant role in the recently completed renovations of the Meyerhoff building, in which he has been involved at every possible level, from the planning to securing the necessary funds, from designing the blueprints to coordinating their implementation. While brilliantly overcoming challenge after challenge, Dennis displayed not only great technical skills, but also enormous leadership and diplomatic abilities. From my point of view, I strongly believe that his crowning achievement was working out the nearly impossible logistics behind relocating teaching and research laboratories from one area of the building to another, to enable renovations without disrupting regular operations. Working as an interface between the faculty and the contractors, he was always able to find common ground for keeping teaching and research going, while freeing up the space slated for intervention.

These excellent communication and organizational skills have been critical in many other initiatives generated by our Department. His role in organizing the annual Undergraduate Research Symposium has been extremely important to the success of an event that has grown to attract presenters from all the eastern seaboard states. His efforts in planning and implementing the infrastructures for the recently opened Chemistry Discovery Center have been crucial to establish an operation that has propelled our Department to the forefront of the institutions involved in blazing new trails for chemical education in this country. His work behind the scenes is and has been vital to keep our Department competitive in the funding arena and in recruiting students to our programs.

In my own personal experience, time and again, I have seen him going way beyond the call of duty to make sure that I had the necessary infrastructure to be a successful teacher and researcher. An emblematic example is represented by what happened the weekend preceding the installation of my first high-resolution mass spectrometer in the basement of the Meyerhoff building, which was slated for the following Monday. That Saturday morning, he showed up unannounced to help me and one of my graduate students lay the tiles on the installation site, which had been forgotten by the contractors. His willingness to help on his own time and outside the job definition of a Manager of Administration and Facilities demonstrates a genuine commitment to this institution and to the success of its mission. I do not think that there is anybody more dedicated than him to this Department.

On a personal level, Dennis is a terrific human being. He is soft-spoken and has an excellent sense of humor. He knows how to defuse even the tensest of the situations with a large smile. He is always very patient, accessible, and easy to talk to. He is always willing to help and provide advice. We are very fortunate to have him as a colleague.

In conclusion, I cannot think of anybody who might be more deserving of a University System of Maryland (USM) Board of Regents Staff Award than Mr. Dennis Cuddy. Considering not only his exceptional contributions to the mission of UMBC and the Department of Chemistry and Biochemistry, but also his knack for exceeding expectations, I support his nomination with the maximum possible strength and recommend him for the Award with the highest possible enthusiasm.

Sincerely,

Dr. D. Fabris Associate Professor of Chemistry

UMBC

AN-HONORS UNIVERSITY IN MARYLAND

Office of Undergraduate Education University of Maryland, Baltimore County 1000 Hilltop Circle Baltimore, Maryland 21250

PHONE: 410-455-2859 FAX: 410-455-1210 VICE/ITM: 410-455-3233 WWW.umbc.edu

December 3, 2007

Ms. Colette Becker, Chair CUSS Community Development Committee Health Sciences and Human Services Library University of Maryland, Baltimore 601 W. Lombard Street Baltimore, MD 21201

Dear Ms. Becker:

I am most pleased to write a letter on behalf of Dennis Cuddy for a University System of Maryland Board of Regents Staff Award. I have known Dennis for many years and he has always been a strong advocate for our students, both undergraduate and graduate. Notably, his advocacy has always been tied to action. Dennis, as I know him best, works tirelessly to promote student and faculty success in the sciences.

Dennis's position in the College of Mathematics and Natural Sciences (CMNS) as Manager, Administration and Facilities requires that he be knowledgeable about new approaches for building facilities in the sciences, particularly for teaching and research. In this decade where many campuses contract with outside companies to perform services to achieve greater efficiencies or higher levels of expertise, UMBC has wisely made the choice to secure and retain Dennis's professional services. Dennis has the knowledge, the skill set, and the sensitivity to identify what is needed for a successful teaching and research environment. He also has the will to do whatever it takes to create and maintain those spaces where teaching, learning, and inquiry take place.

Dennis has been central to many projects in CMNS. It is especially critical to have the support service on campus in those instances where the work to be done is central to the mission of the university, and mathematics and the natural sciences are at the core of our mission. Indeed, it is imperative to have the most professional persons on campus involved so that they can be trusted to make good decisions and respond in a timely way. Dennis has provided such support and has been pivotal to the broad success of many key capital projects in his college. I will highlight one project in particular that captures his unique abilities and dispositions while also demonstrating his deep commitment to students and faculty at UMBC.

Dennis was given the challenge of building the Discovery Learning Center in the former Game Room of the University Center in the late summer for usage the following fall. The Chemistry Department recognized that over the course of many years, more than half of the students enrolled in CHEM 101 were failing; quite literally, hundreds of students were earning grades of D or F. Under the direction of the chair, Dr. Ralph Pollack, and a faculty member, Dr. Bill LaCourse, a typical recitation section that accompanied the large lecture sections was to be replaced with a "peer/process-oriented guided inquiry learning (POGIL)-based teaching pedagogy." The magnitude of the challenge was to scale up POGIL for a class of 700 in a matter of weeks.

Dennis quickly moved to prepare the room, design the facility, collect bids on needed equipment, and consult with the faculty who would be using the space for problem-based approaches to teaching and learning. Dennis organized the flow of the construction, handled work orders, and worked closely with painters, electricians, and other contractors. Dennis assumed personal responsibility for putting the ceiling tiles into the new facility. While waiting for computers, software, and plasma televisions to arrive, Dennis was laying out tables and wiring the room. He coordinated a team of faculty and staff to install all the computers and related equipment. The Discovery Learning Center opened in the fall and was ready for students on the first day of classes. Dennis Cuddy understood the task at all levels and since the Center opened, pass rates in CHEM 101 have improved dramatically. Typically, pass rates are between 85%-86.7% (although they have been as high as 93.9%), and that is without a change in academic standards. Dennis's role in this amazing educational reform must be acknowledged. His colleagues at UMBC are quick to give him credit and to sing his praises.

Thus it is with great pleasure and genuine enthusiasm that I recommend Dennis Cuddy for a Regents Staff Award. He is truly most deserving of your recognition.

Sincerely,

Drane M. Lee

Diane M. Lee Vice Provost and Dean of Undergraduate Education

November 21, 2007

Nancy Hay Quantock 19 Fleetwood Dr. Lake Monticello, VA, 22963

Ms. Colette Becker Chair CUSS Community Development Committee Health Sciences and Human Services Library University of Maryland, Baltimore 601 W. Lombard Street Baltimore, MD 21201

Dear Ms. Becker,

I'm writing in support of Dennis Cuddy's nomination for a USM Board of Regents award for his exceptional contribution to the mission of the Chemistry Department and UMBC.

During my tenure at UMBC (1990-2002) I worked in various capacitics involving Capital Planning. When I worked with Dennis it was as the Director of Capital Planning. Dennis was fairly new to UMBC and understood some of the constrainsts that he would be facing while working on a major new undertaking of renovation of a building constructed in the 1960's. Dennis worked carefully and consistently within the constraints dictated by the State of Maryland Department of Capital Planning, working with myself and a variety of consultants to develop a Capital Funding and Renovation Program that encompassed portions of the existing Chemistry Building. That program text included multiple laboratories, classrooms, teaching laboratories, offices, lecture space, and a departmental library. Within the program text there was also an extensive capital equipment list.

While Dennis worked with his department staff, faculty and existing building occupants to cull the information needed for the program document; he became a very astute listener, advocate for his department, and he came to understand the constraints of Capital funding. We worked closely together to find the best combination of renovation, new space and space planning to meet the needs for the department as it existed at the time; and worked diligently to assure that the changes to the building, and the purchase of new equipment would not be obsolete. He understood the importance of flexibility in the department space needs and equipment possibilities. If there was a question that needed answering from the State of Maryland he was very committed to finding the answer for me.

This renovation/new space program was funded through multiple sources and stages, thus needing flexible thinking and staging to accomplish the task. I found Dennis to be very consistent in his support and advocacy for his department and one of the best professional staff members to work with. His sense of humor and ability to go with the flow was immensely helpful to me during this four year process. He interfaced with this department and me with speed and always with a smile. Without his consistency and dedication to the mission of the Chemistry Department (which was to bring research, teaching, and student experiences in a state-of-the-art renovated facility together) the project could have been much more difficult. Dennis did exemplify the true UMBC spirit of 'it's all about the future'.

Dennis most certainly is a well-rounded professional who is dedicated to his profession and the Department of Chemistry. It is with pleasure that I have written this letter on his behalf.

Sincerely.

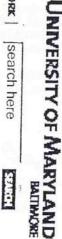
Nancy Hay Quantock Director of Capital Planning (retired)

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http://www.umbfm.umaryland.edu/coaa.html

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FACILITIES MANAGEMENT

NEWS UPDATE

Project Leadership Award for 2003 for the UMBC Chemistry Renovation Project

The University of Maryland, Baltimore in conjunction with the University of Maryland Baltimore County were the recipients of the COAA Project Leadership Award for 2003 for the UMBC Chemistry Renovation Project. COAA established this award to publicly recognize Owners demonstrating exceptional leadership in project management on a specific construction project. The award is given annually to a public owner and a private owner. Construction partners are also recognized. In making the award, Miles Albertson, COAA President, noted the following:

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Report

Work Order Status

 COAA received a record number of public owner entries for this award.

- The University of Maryland was **unanimously** selected by the Committee for this award.

 It is the first time that a renovation project has won this award.

- The competition was so intense that COAA also awarded a "runner-up" in the public owner category.

Construction CAMS

Architecture, Engineering and Construction (AEC) **Building Data**

Campus Map

We need your feedback, please take a moment to complete our Survey

l of 3

Page 1 of 1

Beth Wells		·• - # ***	
From:	Dennis Cuddy [cuddy@umbc.edu]		1
Sent:	Monday, December 10, 2007 12:11 PM	10	6
To:	hwells@LIMBC edu		- 14 C

Subject: FW: COAA Meeting on 10-12-07 - Many thanks!

Importance: High

From: Valerie Rolandelli [mailto:VRolandelli@umuc.edu] Sent: Thursday, October 18, 2007 9:08 AM To: Carper, Michael; Stokes, Will; cuddy@umbc.edu Subject: FW: COAA Meeting on 10-12-07 - Many thanks! Importance: High

On behalf of the Baltimore-Washington Chapter of the Construction Owner's Association of America (COAA), I want to thank you for your participation as a "tour guide" of the Chemistry Building at our chapter meeting last Friday, October 12. Per the comments, it was very well received by the attendees. The visual presentation helped them understand the complexity of the project!

I appreciate each of you taking the time out of your busy schedules to participate in this meeting. We hope that you found your participation in the program to be worthwhile.

We look forward to seeing you at future meetings! Remember that our next meeting is currently scheduled for Friday, April 4, 2008, at Johns Hopkins University in Baltimore, MD. We will keep you posted on the program details as they unfold.

Again, many thanks!

Valerie Rolandelli

Valerie Rolandelli Assistant Vice President, Procurement and Business Affairs University of Maryland University College 3501 University Boulevard East Room ICC-3120 Adelphi, MD 20783 301-985-7895 fax: 301-985-7112 vrolandelli@urnuc.edu

12/12/2007

UMBC

AN"HONORS UNIVERSITY IN MARYLAND

Office of the Vice President for Administration and Finance University of Maryland, Baltimore County 1000 Hilltop Circle Baltimore, Maryland 21250

PRONE: 410-455-2939 FAX: 410-455-1050 VOICE/TTY: 410-455-3233 WWW.umbc.edu

January 29, 2004

Mr. Dennis Cuddy Manager, Administration and Facilities UMBC Department of Chemistry and Biochemistry 1000 Hilltop Circle Baltimore, Maryland 21250

Dear Mr. Cuddy:

Thank you for your assistance in completing the National Science Foundation Survey. I appreciate your willingness to assist me with this project. Through your conscientious efforts, I was able to submit the survey in a timely manner.

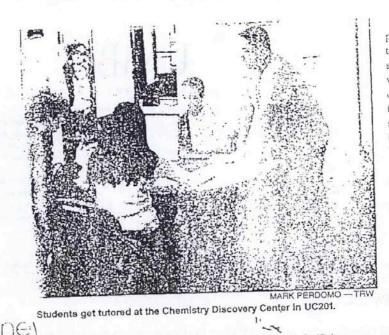
Again, thank you for your support.

and

Sincerely,

Leland Beitel Associate Vice President Administration and Finance

LB/mk



Cientately, stockes in chemistry, or perhaps in life in general, comes down to, as Dr. 'LaCourse said, learning, responsibility, and commitment.'' Doing well in Chemistry 101 does not depend on how hig the curve is. It depends on the dedication and commitment of the student and whether the student is willing to utilize the tools to become a lifelong learner.

If more students are passing Chemiury 101 and going on to the next level of chemistry, that means more students will be in need of lab materials, additional teaching assistants, and tane from prolessors, which is a comulative side affect of everyone's success. The professions at UMEC are willing to make the commutment and students are demonstrating their willingness to make their education a top priority.

Debunking the myths of Chem. 101

Ariane Szu-Tu Editohial Staff

At UMEC, horror stories abound about Chemistry 101, often dubbed a 'weed-out course' by students. Chemisiny 101, contrary to popular belief, does not have an aim to 'weed-out' students who are not destined to become Chemistry majors. In fact, Chair of the Chemistry Department Dr. William LaCourse sand, "We don't expect the majority of the people in Chem 101 to be Chem or 'soChem majors."

Less than five percent of Chemistry 101 students have dropped out of the course during this past semester. Classes are getting larger and standards are getting higher. In the past, students have been presed on to the next level of chemistry when their average exam score was cos than a 70 percent without the aid of a curve

Although that is changing with increasagily high exam scores. Dr. LuCoursesand, "When we give a C, no matter how that C comes about, the students should becaw enough of the material." General chandary coordinator, Dr. Tata Carpense radded, "We won't pass someone if we recover they'll fail 102. That won't help approx."

"as notes have risen by roughly 10 to 15 percent from hill of 2005 to fall of 2006, conclaime with the implementation of the two overy Center as part of

the Chemistry 101 course. This year alone the averages of exam scores for Chemistry 101 have reached 70 percent and above.

Despite the daunting hortor stories regarding Chemistry 101, the exams, lectures, and expectations for the course have stayed the same. Students have risen to the challenge with higher exam averages.

Lectures are supposed to inspire students to crack open their textbooks and read on their own. However, with the knowledge that students learn differently, faculty have expanded beyond the limitations of the crowded lecture hall to give students the intimucy of working in small groups during discussion in the Discovery Center. Dr. Carpenter and Dr. LaCourse designed the Discovery component of Chemistry 101 to add yet another medium for conveying course material to students.

The Discovery Center, located on the second floor of the University clenter, houses a number of rmall round tables, each complete with a whiteboard and computer UMBC is proneering the field of inno-level charactery by coloring a discussion with its own mouple set of tales. "We're doing it the UMBC way," and Dr LaCourse.

It was discovered that, as the monder of absences from discussion racis, the soudents examination decreases. By foreing students to remain in decreasion for two hours without distraction, the prolessors are making sure students devote at least two-hours a week out of their busy schedules to chemistry.

Beyond just chemistry, the Discovery Center aims to teach students lessons in problem-solving and forces students to get involved through active learning. Students now have to use their two-hour discussion time to work through chemistry problems together. Students are given the role of manager, blogger, rescucher or whiteboard scribe and remain in character throughout discussion. Relying on each other and working together, students attempt to complete the complex problems presented to them. Discussion teaches students the important skills of communication and problem solving that can be applied throughout theu college careers and, even huther, to the workforce.

With the Tatorial Centry, lactures, the Discovery Center, online quitties, and effice hours, prelessors are providely resources for students and hoping that students will take responsibility for their education. Faculty mendars are also looking at every student courtog Chemisny 101, trying to assess difficulties and problem areas. If a student needs to retake Chemistry 101 dis professors by te proposit the problems for students had with the course a si-mondar additional couses or help to the indept can be successful. "We are plangted here gonability for stude of an directory of add the LeCourse.

UMBC -

Department of Chemistry and Biochemistry University of Maryland, Baltimore County 1000 Hilltop Circle Baltimore, Maryland 21250

PHONE: 410-455-2491 FAX: 410-455-2608 VOICE/TTY: 410-455-3233 WWW.UMDC.edu

October 25, 2002

Dear Dr. Pollack,

I wanted to take this opportunity to bring to your attention the outstanding efforts of Mr. Dennis Cuddy in organizing the recent Undergraduate Research Symposium. Dennis was a tremendous help in procuring and organizing all matters relating to infrastructure, staffing and service associated with this event. Beyond this he nearly alone collated and organized the meeting abstracts which is the other major task in this event. This was a very large task, since about 250 people attended the Symposium. Dennis put in a lot of his own time on this project and was here all day on the day of the event, from 7am, to make sure that things went smoothly. He was singly responsible for the fact that all these things came together without a hitch. He is a pleasure to work with, taking care of many problems I was unaware of until after they were solved. He is a singular asset to the Department and University. I hope you will please make this high acclamation a part of his employment file.

Sincerely,

Jamès C. Fishbein Professor of Chemistry and Biochemistry

cc: Dennis Cuddy

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WRITER'S DIRECT NUMBER IS

410-337-2310

BALTIMORE, MARYLAND 21286-3048 410-821-1100 - -Fax 410-337-5770 www.whiting-turner.com

October 1, 2007

INSTITUTIONAL DATA CENTERS SPORTS AND ENTERTAINMENT INDUSTRIAL WAREHOUSE/DISTRIBUTION MULTI-FAMILY RESIDENTIAL ENVIRONMENTAL BRIDGES, CONCRETE

Mr. Dennis Cuddy Manager, Administration and Facilities Department of Chemistry and Biochemistry Room 108, Meyerhoff Chemistry Building 1000 Hilltop Circle

Dear Dennis:

Baltimore, MD 21250

It gives me great pleasure to write this letter on your behalf.

The Whiting-Turner Contracting Company was contracted to perform a very complex \$32,000,000.00, multi-year, multi-phased renovation of UMBC's existing Chemistry / Biochemistry building while it remained occupied and operational. This work occurred between 2001 - 2005. Whiting-Turner is always up for a challenge, however as anyone who has worked in the construction industry knows, working in an occupied building is probably one of the <u>most difficult</u> operations to complete! It takes real team work and a major part of the success or failure of this type of project depends upon the individual representing the Owner. In our case, a major part of the <u>success</u> of the project was due to having a <u>very dedicated</u> Owner's Representative named, *Dennis Cuddy*! Your ability to work with both Whiting-Turner and the occupants was amazing! Just the idea of rescheduling and relocating all the classes was mind boggling! You clearly communicated to the occupants our needs and deadlines as it related to having a reas ready for us to renovate as well as having the occupants fully relocated into their new spaces in the time we allotted! To the best of my knowledge, we never once had to evacuate the building due to typical construction mishaps!

It says a lot that the project won the esteemed:

Construction Owners Association of America Project Leadership Award for 2003

UMBC and the University System of Maryland should be extremely proud to have an individual such as yourself looking out for the interests of the University, Faculty, Students and the greater Campus Community!

I wish you every continued success!

Very truly yours,

The Whiting-Turner Contracting Company

Robert J. Kimmons. Division Vice President

w

cypac.com

Einhorn Yaffee Present Architecture & Engineering P.C. 1000 Potomac Street NW Washington, DC: 20007 Telephone 202 471 5000 Fax 202 471 5050

EYP/

November 26, 2007

Staff Awards Committee Office of the Provost Administration Building University of Maryland, Baltimore County 1000 Hilltop Circle Baltimore, Maryland 21250

Re: Recommendation of Dennis Cuddy for the Board of Regents University System of Maryland Staff Award

To the Members of the Committee:

I write in support of Dennis Cuddy for the Board of Regents University System of Maryland Staff Award.

The Einhorn Yaffee Prescott team collectively, and I personally, had the opportunity to work with Dennis as architects and engineers for the renovation of the UMBC Chemistry/Biochemistry building. It is worth noting that the Construction Owners Association of America National Award was given to the University System for the project, in large part because of the physical complexity of the project, the challenges presented by maintaining the teaching and research activities during construction, and the quality and effectiveness of the process and the solution. Dennis' enthusiasm, knowledge, collaborative spirit, and ongoing concern for UMBC, its students, and its staff were crucial to the project's success.

Dennis worked with the team throughout the project, acting as liaison between users and architects, assembling information from disparate sources necessary to the design, and providing valuable critiques of options under discussion. He consistently represented the Department's requirements, balancing them with the demands of the design and construction process. His intimate knowledge of the needs and the operations of the Department and the existing building were invaluable. At the same time his flexibility (and that of the entire Department) helped move a challenging process forward

It is worth noting that Dennis' efforts led to National Institutes of Health funding of a large portion of the West Wing of the building. These funds were not available initially. Securing the grant in a timely manner allowed the funds to be leveraged, taking advantage of the project infrastructure already in place. The result is saving time and money.

Both the project process and the completed building are better because of Dennis' involvement. His demeanor and ability speak well of the University. I would gladly work with him again and I recommend him wholeheartedly for the Board of Regents award.

Sinderely yours,

Mart Shaw, R.A. LEED AP Principal

Einhorn Yaffee Prescott Architecture & Engineering P.C.

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