

March 30, 2021

Dear 2021 AP Contribution Award Committee,

It is with great pleasure that I nominate Allyson (Aly) Kincaid for the 2021 AP Contribution Award. Aly provides support to the School of Mechanical and Materials Engineering, the Dean, and the Director of Administrative Services regarding business operations and office practices. In addition to performing her job duties at an extraordinary high level, Aly demonstrates an admirable commitment to serving all of Washington State University.

During 2020, Aly went above and beyond her regular assigned job duties within the School of Mechanical and Materials Engineering. This is demonstrated by her enthusiasm to assist with the Workday implementation at WSU. She willingly worked additional hours to be able to part of several different Advisory Workday Committees and to do many sessions of End-User Testing. I often heard Aly say how important she viewed this work and was happy to participate in the implementation of Workday.

Aly is an outstanding team-player. She is always makes herself available within VCEA to guide/train employees on the WSU policies and procedures. I often see this demonstrated in my weekly meetings with the VCEA administrative staff. Aly always provides clear explanations of how she is navigating in a Workday environment and how to complete the task in question. I often have other team members tell me how much they are learning from her participation in the meetings.

This past year has provided hardships none of us could have anticipated. Aly has been instrumental in helping the Voiland College of Engineering and Architecture through all of the processes required to operate in a social-distance environment. Her interpersonal skills, efficiency, work ethic, and effective communication were all highlighted during this time. This was demonstrated by being able to reach her consistently in many different formats (zoom, team, phone, email). I often reached out to Aly for her perspective on a policy/procedure and how she would handle it within her own department. She always responded in a courteous and enthusiastic fashion.

Aly has made a difference and has positively impacted the VCEA and WSU community. Her skills, willingness to help others, and dedication to the University make her a role model for all employees and an outstanding nominee. Thank you for considering Aly Kincaid for the Administrative Professional Contribution Award.

Sincerely,

A handwritten signature in blue ink that reads "Denise Faerber". The signature is written in a cursive style with a large, stylized 'D' and 'F'.

Denise Faerber
Director of Administrative Services

Indranath Dutta, Ph.D.
Professor and Director
Ph: 509-335-8654 / 509-335-8354
E-mail: idutta@wsu.edu

March 29, 2021

To: Selection Committee for WSU APAC 2021 AP Contribution Awards

Subj: Nomination of Ms. Allyson Kincaid

Ms. Allyson Kincaid (Aly) joined the School of Mechanical and Materials Engineering (MME) as the Administrative Manager (AM) in July 2018, following the retirement of our previous AM, who had been with MME for more than 20 years. Because of the large size of the department (in terms of faculty, staff and student counts), the distributed location of the faculty and staff (Pullman, Everett, Bremerton, and 2 faculty positions in Tri-cities), as well as the heavy research engagement of the faculty, the job of AM in MME is complex. It encompasses supervision of non-technical staff, managing and planning of MME's permanent, enterprise, and research budgets and disbursements, proposal submission, travel, payroll, managing the faculty promotion and tenure process, administrative oversight of appointments (faculty, staff and students), events-planning, and numerous other operational and strategic tasks. For someone to step into this job, learn the entire gamut of activities within a quarter, and execute everything perfectly with a smile on the face, is not only extremely difficult to achieve, but also very unexpected. Yet, Aly has managed just this feat.

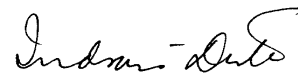
Aly is an outstanding team-player and team-leader, as well as a superlative partner to the Director and Associate Directors. She is highly intelligent, a very quick study, very innovative, collaborative, and goal-oriented. She inherited a huge stack of unreconciled bills and accounts (over a year's worth) when she joined MME, and although she could not sign for these documents (since they dated from when she was not an MME employee), she utilized other staff members to bring all of MME's accounts up-to-date. During the year and a half that she has been in MME, she has helped hire 6 staff members, and in several cases, led the committee. She has re-vamped the arrangements for our bi-annual Graduation Banquet and Order of the Engineer ceremony, introduced a new Christmas party, played a key role in organizing MME's bi-annual Industrial Advisory Board meetings, raised the morale of our staff, and has been a close partner to the director in administering nearly all aspects of the school's operations. More recently, she has acted as the point-person for VCEA and MME in the adaptation of Workday, mastered the software interface on her own initiative, and helped train the faculty and staff in MME in its use. She gave an introductory seminar at an MME faculty and staff meeting in January 2021, which was found to be immensely useful by all attendees.

Aly has an extremely positive and can-do attitude, and takes on new responsibilities willingly, and most importantly, very capably. The faculty in MME, and all its administrative personnel, are extremely happy with the service that Aly provides, her prompt responsiveness, and her very pleasing demeanor. Importantly, she finds creative solutions to problems (e.g., implementation of a policy for tracking, interviewing and allocating space to visitors; development and implementation of a new key-assignment policy; helping develop policies for safety certification of MME personnel; managing MME's enterprise accounts, such as from short-courses, buy-outs, etc., adroitly to maximize the impact of available dollars; formulation of new strategies for allocating scholarship funds to undergraduate students; helping sequester some scholarship funds to augment RA offers to incoming domestic students, etc.). These are but a few examples of her creativity and willingness to seek innovative solutions to problems, which have routinely arisen in the department, but were often ignored before she took charge as AM. Since she spent a couple of years at the Research Office and the Comptroller's Office prior to joining MME, she is very well-connected with the central WSU administration, and several times, she has aggressively sought creative solutions to issues bedeviling MME by contacting her previous colleagues and supervisors and bringing her wide domain-knowledge to bear on the issue at hand. I would also like to mention that while she proposes many new ideas and is very willing to energetically follow up on them, she does not dwell on issues if her ideas are not accepted. She truly has an outstanding service-oriented mentality, and singularly (and unselfishly) wants what is best for the team. Having spent 12 years at WSU, with 8 years in administration, I find this to be a very rare quality. Another extremely rare quality that she possesses is her innate sense of responsibility and deadline-awareness, which she has demonstrated numerous times by working during evenings and weekends, sometimes with one or both of her small children sitting quietly in her office. This level of dedication and commitment is generally unheard of among the departmental staff.

In summary, I would like to state that Aly is an outstanding Administrative Manager, a team-player, an excellent collaborator for the faculty, an innovative and energetic problem-solver, and is certainly the most dependable staff member that I have ever worked with. She is highly deserving of recognition as a recipient of the APAC AP Contribution Award.

Thank you for your consideration.

Sincerely yours,



Indranath Dutta

To: Committee for AP Contribution Awards
From: Jow Ding, Professor and Associate Director for Administration, School of Mechanical and Materials Engineering
Date: March 30, 2020
RE: Nomination of Allyson “Aly” Kincaid for the AP Contribution Award

It is with great pleasure that I nominate Allyson “Aly” Kincaid for consideration for the AP Contribution Award. Aly joined the School of Mechanical and Materials Engineering (MME) as the Administrative Manager in July 2018. Her contributions to MME have been simply phenomenal.

Aly is very dependable, and often works during evenings and weekends to catch up when there is significant back-log of things to be taken care of. She joined the School at a time when many transitions took place. We had a new School Director. Quite a few staff including the Administrative Manager had departed or entered retirement early. As such, the MME office had to operate at difficult staffing levels. During this time, Aly ensured that the office continued to run smoothly for both its internal and external customers. This meant that, in addition to all of her administrative duties, she had taken over a considerable amount of day-to-day processing, including travel and all of the personnel functions for the school. This was an extraordinary load, and required a great deal of effort and engagement. Most would break under the pressure, but she had dealt with the situation with aplomb.

Aly is an innovative problem solver. After joining MME and before WSU implemented Workday system, Aly was able to successfully implement process improvements to make the office more efficient. She replaced a staff member who had been with the school for over 20 years and had established procedures and systems based off of approaches from years ago. One of the first things that Aly did upon arrival was to learn these systems and then systematically, when appropriate, improve them to better utilize technology and systems of today. Of course, this was met with some resistance, but Aly was able to communicate the benefits and rationale effectively to faculty and staff, and we were all grateful for a more efficient system. Some points that come to mind, are automated emails that show PI’s all of their account balances and activities on a monthly basis, a more efficient purchasing process, and more accurate and quicker posting of account activity.

Aly worked in central prior and has been able to use the knowledge she gained there to help find solutions to strategic planning scenarios. One such example is when the business model for the master’s program in Bremerton was being put together. The concept was there, but the way in which it could be executed in the confines of WSU accounting policies was unknown. Aly researched various options and pitched a solution to General Accounting, the Budget Office, and the Provost’s Office. In the end all three offices signed off on it and gave the green light to move forward.

In the workplace, Aly is energetic, imaginative, resourceful, highly competent, and personable. She is genuine and friendly to those she works with and creates an environment where people want to work together. Aly is a silent leader who motivates her team by her own willingness to go the extra mile to make sure the end goal is reached. She backs up her team when they need it and empowers them to make judgement calls and be confident in their knowledge of their respective areas. Our school was having a significant attrition rate of staff prior to Aly. Upon her arrival, our staff has stabilized. I contribute this to her personality and her interactions with the faculty to help them understand the responsibilities and efforts that our staff make. I have seen a change in the morale of both the staff and faculty and the willingness to work more cohesively. Aly is helping to bridge our department into a team of professionals rather than separate groups of faculty and staff.

Aly's leadership has been noted by the external advisory board that it is apparent the team gets along well and has a great working relationship. Even when having to come in early and stay late for the event, the attitudes are helpful and happy. This can be attributed to Aly 'leading by example' and making it so that her team wants to be there and have a positive impact on MME. This type of soft skill results in a very tangible impact on the school.

In summary, as demonstrated by multiple examples, Aly is an exceedingly efficient and effective administrative manager, an innovative problem solver, and an outstanding leader. Her contributions to the School of MME are exceptional. She is truly deserving of this award.

Sincerely,



Jow Ding
Professor and Associate Director for Administration
School of Mechanical and Materials Engineering

March 30, 2021

Dear Members of the WSU APAC Committee:

I am honored to support the nomination of Aly Kincaid for the WSU Administrative Professional Advisory Council's 2021 Administrative Professional Contribution Award.

This award recognizes exceptional, above and beyond contributions made by employees to productivity, problem solving, positive working relationships and university service.

Over the last year, Aly has gone above and beyond in her efforts to help her department, college and the university prepare for and adopt Workday.

Prior to the launch of Workday, Aly actively participated in user acceptance testing of Workday, helping detect issues for correction. Her dedicated effort has continued post launch. She is often one of the first academic department administrators to alert the team of issues and errors, and is always willing to work closely with the Modernization Team to resolve them. Through her extra effort, Aly is not only helping Workday function better within her department, she is helping to resolve problems before other departments and campuses even encounter them. Aly is active within the Voiland College of Engineering and Architecture, facilitating user groups to help other departmental administrators learn Workday and support their departments. Additionally, Aly is a member of a new reporting workgroup which is designed to ensure that critical reports are developed to support departments, colleges and campuses.

The uncertainty and learning curve associated with new business systems can be challenging. Aly has demonstrated exceptional professionalism and is helping build a positive culture as she helps others learn and adapt during this time. She has become a trusted, knowledgeable voice that other units look to for problem solving and guidance. All of these contributions come above and beyond Aly's work to ensure that the complex administrative and business operations of the Mechanical Engineering Department function correctly.

WSU is fortunate to have countless dedicated, administrative professional employees that support WSU's instruction, research and service mission each day. It must be energizing to the Committee review the nominations of so many outstanding administrative professional employees. Thank you for your time and effort in this regard.

I hope that the Committee will join in recognizing Aly for her exceptional, above and beyond efforts made this year.

Sincerely,



Matthew A Skinner

Senior Associate Vice President for Finance and Administration

Faerber, Denise

From: Kimble, Gerik L
Sent: Friday, March 26, 2021 10:54 AM
To: Faerber, Denise
Subject: RE: AP Contribution Award nomination for Aly Kincaid

Ok cool. Have a nice weekend.

Gerik

From: Faerber, Denise <dfaerber@wsu.edu>
Sent: Friday, March 26, 2021 10:25 AM
To: Kimble, Gerik L <gerik_kimble@wsu.edu>
Subject: RE: AP Contribution Award nomination for Aly Kincaid

This is perfect! Thanks.

From: Kimble, Gerik L
Sent: Friday, March 26, 2021 10:16 AM
To: Faerber, Denise <dfaerber@wsu.edu>
Subject: RE: AP Contribution Award nomination for Aly Kincaid

How does this look?

Thanks,
Gerik

March 26th, 2021

Dear AP Contribution Award Selection Committee,

It is my pleasure to recommend Aly Kincaid for the 2021 Administrative Professional (AP) Contribution Award. Aly and I have been colleagues at WSU for years. Aly is a model employee. She is tremendously reliable and confident in her work. In addition to Aly being fantastic, she also has greatly impacted the Modernization Initiative. I'd like to specifically call out some of the ways she's helped moved Washington State University and the Modernization Initiative forward:

- Aly served as an Advisory Workgroup Committee member. She provided her perspectives and assisted in configuring processes around procurement and travel transactions.
- Aly was a user acceptance tester. She helped us test our processes in Workday in advance of launching the system to ensure they were working properly or to identify gaps in that process.

I'd like to state here that both of these tasks were voluntary and Aly committed this time to the Modernization Initiative on top of her regular duties.

Additionally, where Aly has made the largest or greatest impact is her work after we launched the system. I've been in countless meetings or have reviewed numerous emails where Aly is coaching her peers on Workday processes. Aly has always taken up new systems and processes very quickly and she has been using what she has picked up to help others. This is the most critical component to the change process and it embodies what we mean when we talk being a Cougar. And, without a doubt, Aly is a Cougar!

I'm honored to be writing this on Aly's behalf.

Thank you,

Gerik Kimble
Associate Director, Finance
Modernization Initiative
gerik_kimble@wsu.edu