

February 28, 2022

Dear AP Contribution Awards Committee:

It is our pleasure to nominate Tim Wood for the AP Contribution Award for Staff Excellence. Tim consistently exemplifies excellence in work and demeanor. This nomination is supported by Vancouver campus staff and faculty across nursing and engineering. Tim has supported both departments in 2021.

Productivity. Tim is highly productive. He is actively involved at the department, campus, and university level, which potentiates his ability to be productive as the WSUV nursing department's administrative manager.

Department. He oversees administrative duties for the Vancouver nursing department, including managing 3 administrative staff. He supports the teaching and research efforts of 10 faculty. He provides post-award budget and reporting support for faculty having a combined ~\$3 million in awarded funds from multiple government, university, and private foundations. In 2021, he served on 7 search committees. He onboards new faculty and staff for the Vancouver nursing department (average 2-3 persons per year).

Campus. He consistently participates in multiple campus committees and meetings where he represents our nursing department and its staff. He attends the Biweekly Vancouver Workday Group in which administrators across campus share feedback about Workday and strive to optimize solutions. Tim attends the monthly Department Administrative Group (DAG) meeting with the WSUV Administrative Financial Officer and communicates campus-wide changes and challenges with our department. Within the nursing department his is an active member of our team, contributing to department meetings with current campus and university information, and leading staff engagement in department and campus opportunities. He was one of the first people to complete the Build A Community of Equity program on the Vancouver campus. Additionally, he has backed up engineering while they sought a new Admin, and he is training their new hire.

University. Tim became a Workday Super User, attending multiple university level trainings. This allows him to support personnel across the system who use Workday.

Innovative Problem Solving. Tim is always solutions oriented and can readily explain 'the rationale' or offer creative ideas for moving forward when faculty are blocked and there are no solutions within his control. Tim's knowledge of the WSU 'system' is expansive, having worked in Pullman and Vancouver. This knowledge allows him to problem-solve efficiently and accurately, leading to an improved working environment for all. The College of Nursing in Vancouver must follow many of the processes set in place by the Spokane campus, which at times can create challenges. One example is affiliation agreements/contracts for clinical placements. Tim has been instrumental in helping facilitate a quicker process for executing agreements in Workday by utilizing resources on the Vancouver campus, which in turn opens more clinical placement opportunities for our students. This is outside the scope of his

expected job duties, but he was willing to help regardless, and his innovative solutions unblock processes.

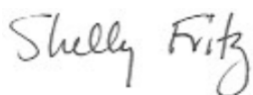
Positive Working Relationships. Tim maintains positive working relationships within our Vancouver nursing department and across the Vancouver campus as well as across the WSU system (Spokane, Pullman, Tricities, Yakima campuses; across multiple departments – engineering, business, psychology, human development, finance, human resources and many more). Tim has gone the extra mile for so many people that he literally knows people across the entire system who quickly respond when he reaches out with a question or concern. As mentioned above, this potentiates his efficiency and productivity.

University and Community Service. Tim consistently serves the university through his collaborative nature and striving to create more efficient and accurate processes related to Workday, onboarding new faculty and staff, and through facilitating communication across entities by regularly attending Workday group meetings, administrative and financial meetings, and diversity, equity, and inclusion meetings and trainings. He serves on multiple search committees every year and is sought for this service because of his knowledge and professionalism in search processes. In addition, he liaisons with College of Nursing community partner stakeholders across the state to assist in pulling stakeholders together for advisory meetings, to support of community-based participatory research, and to assist community partners in accessing WSU systems such as CITI training (research ethics training required by the Institutional Review Board) and more.

An engineering faculty member at WSUV indicated, “Tim Wood has been a tremendous support to the School of Engineering and Computer Science (ENCS) by stepping up to assist the department during the vacancy of our Administrative Manager position. Tim’s assistance was critical for managing the department’s many new hire appointments including adjuncts, graduate assistants and students. Tim has been a dependable resource for ENCS for navigating Workday, WSU systems, and policies and procedures which has kept the department running smoothly during a time of need. From my own personal experience, Tim has always been reliable and quick to respond to my questions and concerns, has kept our Workday flow moving efficiently and has helped out whenever needed. Most importantly, Tim has extended his responsibilities to include the ENCS department with grace and an encouraging attitude.”

Tim’s efforts directly advance WSU’s mission and vision through his excellent support of staff, faculty, and the community. Thank you for the opportunity to highlight Tim Wood via this nomination.

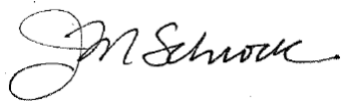
Regards,



Roschelle Shelly Fritz, PhD, RN, FAAN



Catherine R. Van Son, PhD, RN, ANEF, FGSA, FAAN



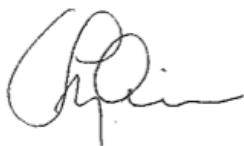
Jenny Schrock, Academic Coordinator



Louise Kaplan, PhD, ARNP, FAANP, FAAN



Renee Hoeksel, PhD, RN, ANEF, FAAN



Tracy Klein, PhD, ARNP, FAAN, FAANP



Vicki Denson, PhD, WHNP-BC, CNE



Angela C. Brittain, PhD, RN



Krista Walker, Clinical Placement Coordinator



Rosalind Hatch-Pirkel, Administrative Assistant



Pam Stover, DNP, MN, ARNP, PMHNP-BC



Kelsey Pascoe, PhD, RN

NOMINATORS FROM ENGINEERING & COMPUTER SCIENCE BELOW HERE



Leslie Bilik-Thompson, ENCS Secretary Senior



Praveen Sekhar, PhD, School of ENCS



Xinghui Zhao, PhD, Director of ENCS

February 16, 2022

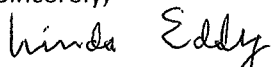
Dear AP Contribution Awards Committee:

I am writing to strongly encourage you to consider Tim Wood, Administrative Manager for the College of Nursing on the Vancouver Campus, for the Administrative Professional Contribution Award. Tim makes my work as the Academic Director of this department easy. His organizational ability, financial acumen, and communication skills are a real asset to the work we do on the Campus and in the College of Nursing. Tim has set up very professional processes for budget and unit management that I, and all of our other faculty and staff, can count on to be consistent and fair. Tim has a welcoming presence and a calm, approachable nature even in times of stress. For example, when we transitioned to working at home during the beginning of the pandemic Tim was called on to help faculty and staff pivot to developing their home workplaces, and he reached out regularly to see how he could help.

Tim's commitment to the University, to the College of Nursing, and to the Vancouver Campus is well known. As just a few of many examples of commitment and generosity, his expertise and understanding of Workday has been helpful to his peers across campuses and to the College of Nursing, and he has regularly reached out to help others during the Workday transition. When the School of Engineering and Computer Science on the Vancouver Campus had a vacancy in their Administrative Manager position, Tim was able to step up and fill in while they searched for a replacement. Tim is called upon to participate in many Campus and College search committees, and his institutional knowledge and big-picture thinking about the needs of both entities are really critical to their success.

I could give many other examples, but I want to end by saying that I think Tim is the kind of caring and committed staff member who exemplifies what this award is all about. Thank you for letting me share my support for Tim's nomination.

Sincerely,



Linda L. Eddy, Academic Director

College of Nursing, Vancouver Campus