

# MELISSA LINCOLN

## STAFF EXCELLENCE AWARD DEPARTMENT OF CINEMA, TELEVISION AND MEDIA PRODUCTION COMMUNICATION STUDIES

Melissa was presented with and happily accepted the challenge of taking on two departments three weeks into the semester when circumstances required staffing changes. She went from six faculty members to 21, 270 majors to 570, and one chair to two. Further, she did it all virtually. During this past year, she has taken on new tasks, adjusted old tasks, and initiated solutions with thought and commitment to successfully completing the work efficiently. Her response to any request has been a positive, "of course." Often the task is completed before we need it done. We especially appreciate Melissa's willingness to take initiative to make the work easier for faculty and helpful for students. She can be counted on to make sure nothing "falls through the cracks" in these busy and hectic times.

As two new chairs this year, we counted on Melissa to help us navigate the system. She has done so with clarity and taught us a lot about how to be successful. We can give her instructions once on a project and know that she will consistently complete her work accurately.

Faculty count on her to have the correct form, appropriate information and accurate answers they need. She is responsive to their emails and always interacts with encouraging words. Students can count on her to guide them in the right direction and help them navigate their major, schedules, and other requests.

We all miss seeing her smile and interacting with her on a daily basis face-to-face. We look forward to the fall when our interactions will be less virtual and more interpersonal.

Melissa's exceptional work ethic, commitment to the CTM and Communication Studies departments, pleasant and personal personality, and willingness to accept and adapt to change make her an exceptional employee within VPA in particular. She is an asset to the KU community and we are delighted to work with her every day. She is deserving of this special award to recognize those qualities.