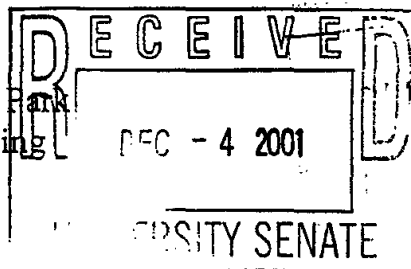


**COUNCIL
OF
UNIVERSITY
SYSTEM
STAFF**

COPY

November 29, 2001

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



Dear Dr. Mote:

The Council of University System Staff (CUSS) is accepting nominations for the Board of Regents' University System of Maryland Staff Awards. On behalf of the Board of Regents and CUSS, I ask that you encourage broad participation at your institution in the nomination process. These awards present an excellent opportunity for USM institutions to recognize outstanding staff members.

Please note that nominations must be reviewed at each institution before they are submitted to the CUSS Awards Review Committee, who will then select the final candidates to be submitted to the USM Board of Regents. The nomination instructions have been revised to clarify the process and are enclosed for you to forward to employees within your institution. Also enclosed is a sample memorandum that you may wish to use when you distribute this information. The nomination package will also be available on the CUSS website (address below).

Please remember to set a deadline at your institution that will allow you to review nominations and submit your final nominees to the CUSS Awards Review Committee by the firm deadline of 4:00 p.m. on Friday, March 1, 2002. Nomination packets received after the 4:00 p.m. deadline on Friday, March 1, 2002 will not be considered for the Awards. Please note that in order to be considered for this award, five (5) copies of each nomination packet must be submitted to the CUSS Awards Review Committee.

We look forward to receiving nominations from your institution. Please do not hesitate to contact me (phone: 410-706-4128, e-mail: lmarshall@law.umaryland.edu), or your institution's CUSS representatives, if you have any questions or need further information.

Sincerely,

A handwritten signature in cursive script that reads "Lu Ann Marshall".

Lu Ann Marshall, Chair
Community Development Committee

enclosures

Visit our website: www.usmh.usmd.edu/Leadership/Workgroups

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

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Biotechnology Institute
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