

Collin County  
Going the **Extra Mile (GEM)** Recognition Form

Honoree's Name: Pam Donnell

Honoree's Job Title: Administrative Secretary

Department: AgriLife Extension

Years of Service with the County: 4

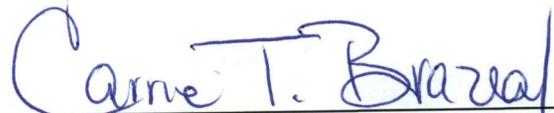
Why the Honoree is receiving a GEM Award including dates:

Pam volunteered to coordinate our move as soon as we found out we were relocating. She worked closely with Facilities, IT, Purchasing and staff members to make the move as seamless as possible. She participated in all meetings with various departments, always being prepared with what needed to be done. Since our space was reconfigured, she made several suggestions when we were in the planning stage to make our office more efficient and user friendly. She was in charge of all furniture, working with each staff member to get a drawing for placement weeks ahead of time and tweaking as needed. She made sure that each office and other spaces had appropriate data and power outlets to accommodate staff members' existing furniture. She made arrangements to have boxes delivered and made sure that each staff member had adequate labels for their boxes. She made sure all common areas were packed and labeled after purging and organizing. When packing began, she assigned each staff member a specific location in vacant space so that the current office wasn't cluttered. This made it easier for Facilities to move us into our new space. Even though each box was labeled with the staff's name and new office number, having everyone's boxes in their assigned location made the move go a lot quicker and efficient. On moving day, all furniture and boxes were in place by 12 noon and we could accommodate the public. Pam never got behind on her normal duties and made sure we were on target for the move. From the beginning of the process and continuing today, she is always thinking of how to make things "better." Pam is a valued team member who definitely went the extra mile on our move.

Approved by elected official or department head on the 14 day of June, 2013.



Signature of Elected Official  
or Department Head



Printed Name