



## The 2017 President's Award for Excellence in Clerical Service – Claudette Fefee

As the shared secretary to the Art department and The Art Museum, Claudette Fefee provides courteous and effective service to faculty, staff, students, and community members.

Claudette's many duties include preparation of the Art department schedule of classes, ordering and checking in supplies, taking minutes at department meetings, and serving as Editor of the Art Department newsletter, *ARTNEWS*. She performs her duties in a consistently competent, cheerful, and helpful manner.

Claudette designs all The Art Museum's publications, creating catalogues and postcards from images received from artists and sends them to be printed. Her initiative to enroll in a digital design course has enabled her to provide service for the department resulting in immense cost-savings.

Claudette maintains budgets for both the Art Department and The Art Museum, which includes the state budget and numerous foundation accounts and grants. She created a database to maintain accurate and current information of account figures. She also collaborates with numerous departments on campus to ensure all purchases adhere to the required guidelines.

In recognition of her exceptional skills and personable approach, SUNY Potsdam presents Claudette Fefee the 2017 President's Award for Excellence in Clerical Service.