At the Business Affairs Forum, we presented an idea that grew out of this spring’s Guiding Principles Contest. The Business Affairs Guiding Principles Collector Cards (GPCC) have been designed to increase awareness and understanding of our Guiding Principles, while providing a method for recognizing performance that exemplifies them. We have provided the cards to department heads and supervisors, who can now begin awarding them to staff members.

**Who can nominate a Guiding Principles Collector Card recipient?**

Anyone who works in Business Affairs or anyone from another UTSA division who has experienced an act of exceptional service that epitomizes our Guiding Principles.

**What qualifies someone to be nominated?**

Providing a service that goes beyond expectations and made a positive impression. These are outstanding actions that result in delivery of extraordinary Business Affairs services.

**How can I nominate someone?**

Nominate a coworker to receive a card by communicating by phone or email with that person’s supervisor and explaining what s/he has done to earn a GPCC. Suggest which Guiding Principle was demonstrated in that person’s action. The behavior should be extraordinary, going above what is expected from staff.

If unsure of the recipient’s supervisor, you can look up the staff member on Outlook then open Outlook Properties and click Organization to identify the person’s supervisor.

If you earn a Guiding Principles Collector Card, display it proudly. You deserved that honor. Then hang on to your cards and take them to next year’s Business Affairs Forum where collectors will be recognized for service to our university.

For more info, contact a member of Business Affairs leadership team or visit [www.utsa.edu/bussvc/News/2017/7_17/GPCC.html](http://www.utsa.edu/bussvc/News/2017/7_17/GPCC.html)