

Shout Out! From for Dr. Bertha Miller for

Gailetta M. Suttles-Battle

Office Assistant-Pre College Program
Math/Science Education Center

May 2, 2011

Ms. Suttles-Battle played the lead role in planning and executing the day-long 25th Anniversary NC-MSEN Program, in collaboration with Dr. Rita Fuller in the state Pre-College Program Office, on April 30, 2011 for approximately 700 students from 7 Pre-College Programs across the state of NC by doing the following:

- Recruited, scheduled, and coordinated the work of 80 volunteers, including the Parents Involved in Education (PIE) Club, community supporters, and faculty/staff from FSU
- Communicated with university officials, event participants, guest speakers, and volunteers as well as commissioned a video recording of the event
- Scheduled and managed 40 competitive events in science, math, engineering, art, architectural design, technology, communications, and public speaking for middle school and high school participants, including logistics, venue, supplies, judges, competition procedures, and awards
- Managed accommodations and support for all events, as well as gift bags for students participants, tee shirts for volunteers, and amenities and meals for all attendees
- Collaborated with personnel from all divisions of the FSU campus for a successful NC-MSEN Day
- Maintained an atmosphere that reflects true "Bronco Pride" through proper decorum, superb hospitality, accessibility, hands-on presence and attention to detail

