

DEPARTMENT/GROUP SPOTLIGHT FOR EMPLOYEE NEWSLETTER



Please submit a photo and brief summary highlighting and celebrating the work of your department, unit or group. Include photos, details about main responsibilities, and something fun that would help celebrate your employees and the work being done.

**PHOTOS WITH NAMES
AND WORK AREAS**

**MAIN DEPARTMENTAL
RESPONSIBILITIES AND HOW IT
FOCUSES ON THE STRATEGIC PLAN**

PROUDEST MOMENTS

**BUSIEST AND LEAST BUSIEST TIMES
OF YEAR AND CURRENT CHALLENGES**

SURPRISING OR INTERESTING FACTS

**FAVORITE WAYS TO CELEBRATE
A JOB WELL DONE**