

Members in Attendance: Anita Webb, Jerria McCoy, Vennie Davidson, Tawanna Tookes

Absent/Excused: Christopher Almond, Danielle Churchill, Lisa Page, Tonia Davis, Valerie Woods, Michelle Lacoss

Meeting began shortly after 10:00am, agenda provided

I. Introductions – attendees introduced themselves

II. Overview of Committee Responsibilities – handout of staff recognition responsibilities provided and read silently.

- The duties of the committee will be to administer the Staff Scholarship Fund as outlined in Article XI, Section 1 of the Bylaws. The committee will investigate formal and informal means of recognizing the achievements of staff members. The committee will work to foster participation in staff awards programs and other staff recognition efforts on campus by promoting nomination opportunities, participating in award/recognition nomination or selection processes on behalf of Staff Council, and publicizing the achievement of award/recognition recipients. The committee will work with units across campus to identify and to share information about exemplary staff recognition efforts. The Staff Relations Director will serve as a non-voting member of the committee.

III. Discussion – considering the committee responsibilities, what creative ways can we accomplish our duties?

- Currently, no operating budget for Staff Scholarship Fund this year
- We need ways to raise money for staff recognition (long-term goal)
- Cost-free ideas for promoting staff recognition:
 - i. Work with Campus Broadcast and/or other active newsletters by publishing articles that promote staff recognition within individual units, with various “Quick Tips to Recognize and Reward Employees” blurbs
 - ii. Think peer-to-peer recognition and also think employee(s)-to-director recognition
 - iii. Maintain visual presence at other staff appreciation events to raise awareness about Staff Recognition Committee
 - iv. Work with Staff Appreciation Day in April
 - v. Work with Community Relations Committee
- How can staff be recognized in our various units? Are there any current models on campus that can be promoted?
 - i. “Caught in the Act” certificate awarded during staff meeting to employees caught in the act of great service.
 - ii. Unit Directors can create budget for birthday recognition. Initiative began to boost morale, over last few years.
 - iii. “Staff Award” given by department, once per year with a plaque and gift.
 - iv. “Website Spotlights” department specific, staff spotlights on office website acknowledging the work of individuals in the unit.
 - v. Suggested that we poll staff council for additional input

IV. Committee Assignments – where do we start?

1. What campus newsletter(s) do we need/want to be featured in? How?
2. Every department has a website: we can encourage each unit (if not already doing so) to utilize their website to highlight staff achievement. The assignment is to research departments across campus to see if this is a widely-used approach.
3. What would we print in the newsletter? How often? We need members to pinpoint ideas and members willing to write.
4. Next Staff Council Meeting – ask staff council for input on how to recognize staff

V. Next Meeting

Date: August 12th @ 10:00am

Location: Conference Room 806, 25 Park Place, Suite 800