

Staff Council Standing Committee Agenda



Committee Name: [Rewards and Recognition]
Meeting Date and Place: November 11, 2016, 11:00 am, University Club
Members Present: [Daniel Weems, Joe Lane, Natalie Brigrance, Megan Hauser, Kathy McKinstry, Celeste Cole]
Members Excused: [n/a]
Members Absent: []
Guests Present: [0]
Minutes submitted by: [Megan Hauser]

	Subject	Notes	Follow-Up
1	<ul style="list-style-type: none"> • Approve Agenda • Approve Minutes 		
2	<ul style="list-style-type: none"> • November 2016 PAWS <ul style="list-style-type: none"> ○ Select winner 	Daniel passed out PAWS scoring results. Renee Conklin is the winner of PAWS for November. Mary Jane will do the first part of the form, and we'll figure out who will deliver this.	
3	<ul style="list-style-type: none"> • 25th Annual Gerald May 2016 <ul style="list-style-type: none"> ○ Friday, December 9 3:00-4:30 SUB Ballrooms ○ Decorations ○ Volunteers ○ Wine glasses - Logo 	Gerald May Award Scoring: whether or not to score someone you know well. Answer – only if you can be unbiased. Discussed how-to suggestions for efficiency in getting through the score-sheets. <ul style="list-style-type: none"> • Event: Danelle will speak about history & the award. Invite either President Frank or Chaouki Abdallah, Provost, to present award • Ceremony: includes alphabetical reading of nominees' names, stand together for photo. Presentation of award. Toast with sparkling cider (need volunteers for pouring) • Daniel: Photographer • No video this year • Cathy & Celeste working on decorations & setup • Need volunteers for setup / cleanup – be there by 1pm • Glasses – Daniel brought mock-ups and we voted informally. All nominees will get a glass, and pen. No certificates this year. • Program: Include current winners, previous winners & this year's nominees 	Natalie: will ask the Provost about attending / speaking Natalie: Ordering 200 glasses this week – delivered to Natalie's office. Natalie: change order with SUB to include sparkling cider. Work with SUB to determine how much food is needed based on # of attendees. Celeste and Kathy will put together an order for decorations – silvery / wintry décor, white tablecloths, red plates, candles, hershey's kisses. Natalie will check into ribbons / pins for nominees with print "Gerald W May Award Nominee" 18 tables, 175 people (approx.) Communication & Marketing committee will do the program
4	<ul style="list-style-type: none"> • Outstanding Supervisor Award <ul style="list-style-type: none"> ○ Next event will be October 2017 ○ Celeste will work on Matrix ○ Need to be clear about how many winners there will be 	OSA Documents may be found here: http://staffcouncil.unm.edu/staff-awards/outstanding-supervisor-award.html Sub-committee will be formed to read the nominations.	Can R&R also score to help the sub-committee?
5	<ul style="list-style-type: none"> • Committee Charge 	The Rewards and Recognition Committee plans, coordinates and executes awards and activities that strengthen staff commitment to the University by finding methods of rewarding and recognizing staff as a vital part of the UNM community.	
	Next Meeting	The next meeting will be Tuesday, December 13, 2016, 11:00am -12:00 noon at the University Club	Meeting adjourned 12 noon.