



Staff Council Standing Committee minutes

Committee Name: SC Rewards and Recognition committee

Meeting Date and Place: November 14 @ 2pm ; University Club adjourned 2:58pm)

Present: Joe, Celeste, Amy, Della, Mark, Rob (I can't remember, forgot to take roll)

	Subject	Notes
1	Approve Agenda	Approved.
2	Approve Minutes	Approved.
3	<p>Old Business</p> <p>Outstanding supervisor Award. Debrief</p> <ul style="list-style-type: none"> Gerald May Awards Menu planned, decoration planned. December 5th 3-4pm Program mapped out 4 winners have been chosen. Volunteers needed. 	<ul style="list-style-type: none"> Finalizing the presenters/Ask to be present – basically plugging in the agenda for the program Della will set program up and send to Amy to print. Finalize the menu, although I think we are already good here. Amy has done this . The first item will help us finalize the program Informing the winners and having them coordinate with the video person – Who will do this? I can, but did not want to take this away from others. We should also be notifying their supervisors for the coordinating of the video. Mark will work with departments for videos of some kind. Have we secured AV for this event, since we are showing videos? Amy has this as Part of the SUB package. How many volunteers and where will they need to be. Will need about 4 or 5 to set up. Two to sit at check in tables. Mark to run video. How early for decorations set-up and who will be the decorations committee (I think Celeste is out that week) (Natalie Brigance can assist in coordinating this, I would imagine) 4 set up volunteer will set up . Costco to have flowers already set for vases. Notifying Rachel Witt of the Awards Ceremony – good PR here. Amy will call Rachel. Ryan to notify President of her role. Ryan will contact president and others if interested in presenting. Who will not be there from R&R? (Me, Celeste – I do not think because of surgery, others?) Joe because of jury duty and Celeste because of surgery. Flower ordering, I think Amy is already on top of this. Amy is on top of this Plaque ordering, I think Amy has already done this Amy has done this. Candy Dishes for nominees– have we ordered? Is Celeste still going to put these together? Ordered and put together. Reminding Nominees of event – invite to them. Amy has done this. Campus Communications on this Award Ceremony-- Amy again.

