

Staff Advisory Council Awards and Recognition Committee

2003-2004 Year In Review

Members: Trisha Gedon – *Chair*; Bea Peters, Marilyn Thomason, Brenda Wyant and Dave Ford.

Bylaw Description

This committee shall consist of four (4) or more members of the Staff Advisory Council. The committee shall be responsible for policies and procedures related to the presentation of an annual award and recognition of Administrative/Professional and Classified staff members of Oklahoma State University. This shall administer the nomination and selection processes and conduct the awards presentations. The Awards and Recognition Committee will be responsible for other awards and recognition of staff as such arise.

1. Distinguished Service Award Subcommittee – This subcommittee of the Awards and Recognition Committee shall be responsible for the selection of the Distinguished Service Award Recipients. Membership shall consist of the Vice-Chairperson of the Council and one (1) member from each of the permanent committees of the Council. The SAC Vice-Chairperson shall serve as Chair of this subcommittee.
2. Scholarship Subcommittee – This subcommittee of the Awards and Recognition Committee shall be responsible for activities associated with the Council scholarship. Membership shall consist of the Vice-Chairperson of the Council, one (1) member from each of the permanent committees of the Council, and any outside, non-council members the Vice-Chairperson deems reasonable. The Council Vice-Chairperson shall serve as chair of this subcommittee. The duties of this subcommittee shall include but not be limited to:

Drafting scholarship application forms – the application form used shall be submitted for review and approved by the May meeting of the Council.

Advertising the scholarship – advertising of the scholarship’s availability shall begin no later than July 1 of the calendar year.

Administering the scholarship award – the subcommittee shall determine eligibility criteria, confirm eligibility of the applicants, select recipients, and supervise the dispersal of monies.

ACTIVITIES

Staff Awards Day, November 6, 2003

1. Distinguished Service Award Presentations
2. Recognition of all nominees for the DSA
3. Recognition of SAC’s scholarship recipients
4. Recognition of Leadership Development Program Graduates
5. Recognition of Years of Service Pin recipients

For the second year in a row, the A&R Committee separated the Staff Awards Day and the Staff Appreciation Picnic. The Awards Day took place in the Little Theater. Administration provided funds for the cookie/punch reception. We ordered 15 gallons of punch and 70 dozen cookies at a cost of \$730. Administration also funded the Years of Service pins. Employees with 25, 30, 35 or more years of service received a pin and a Pistol Pete clock. The clocks cost \$24.95 each and were ordered from Cecil's in the Student Union. The feedback we received on this extra gift was very positive.

We renewed the contract with TerryBerry to continue providing us with the Year of Service pins. The contract is for 5 years.

Administrative Professional Day Carnation Sale, April 20, 2004

Carnations were sold campus-wide to raise money for SAC Scholarships. We worked with Little Shop of Flowers again this year. We sold \$796 worth of carnations. Our expenses were \$387.75, for a net profit of \$408.25.

Staff Appreciation Day, April 27, 2004

Staff Appreciation Day was a great event this year with just over 1,300 staff attending. The A&R Committee partnered with the PR Committee in planning this big event. We hosted the event outdoors on Willard Lawn. Cherokee Strip BBQ catered a barbecue lunch consisting of barbecue beef sandwiches, potato salad, baked beans and cookies. The meal cost \$4,425 and administration had put money in the SAC account to pay for this. TIAA/CREF gave us a \$500 donation to help offset the cost of the picnic. Physical Plant waived the rental fee of the 75 tables/600 chairs. We rented an audio system from Physical Plant which was used to play music during the event, as well as announce the winners of the numerous door prizes. The PR Committee assisted in getting vendors to participate in this year's event.

Loose Change Donation

We instituted a new "fundraising" effort in April 2004. At each regular SAC meeting we will be taking a "loose change" donation from SAC members. Our first donation netted \$21.09. We simply asked each member to donate the loose change they had in their pockets.

Grill Thrill

Another new fundraiser we did this year was "not raffling off" a gas grill. I worked w/ a manager at Lowe's and we were able to get a \$399 retail gas grill for \$225. We advertised this as a fundraiser and for every \$1 donation, the donor would get 1 ticket, and \$5 would get them 6 tickets. We displayed the grill at the Benefits Fair, via e-mail, fliers and word of mouth. We had the drawing at the Staff Appreciation Picnic. We received a total of \$955 in donations, all of which went into the SAC Scholarship Fund. The \$225 in expense was taken from another account.