

Staff Advisory Council

Awards and Recognition Committee

2004-2005 Year in Review

Members: Carey Warner – *Chair*; Trisha Gedon, Sheryl Beeler, Marilyn Thomason, Michael Cich, Dave Ford, and Brenda Wyant.

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:
 - a. Drafting scholarship application forms – the application form used shall be submitted for review and approved by the May meeting of the Council.
 - b. Advertising the scholarship – advertising of the scholarship's availability shall begin no later than July 1 of the calendar year.
 - c. 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 4, 2004 (always first Thursday of November each year)

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 third 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 cookies/punch reception; a total of \$680.00. 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 ordered from Cecil's in the Student Union.

Last year we renewed the contract with Terry Berry Co. to continue providing us with the Year of Service pins. The contract is for 5 years.

In May the A&R Committee mailed the "unclaimed" pins and clocks to Deans, Department Heads and Directors advising them to distribute the pins/clocks to the employees listed on an attached sheet.

The Little Theatre has been reserved for the 2005 Staff Awards Day; Thursday, November, 3, 2005.

Administrative Professional Day Carnation Sale, April 27, 2005

Carnations were sold campus-wide to raise money for SAC Scholarships. We worked with Little Shop of Flowers again this year. We sold \$605 worth of carnations. Our expenses were \$301.75, for a net profit of \$303.25; approximately \$100 less than what was made the previous year.

*The A&R Committee would like to advise next year's Chair and committee members to make sure they do not schedule the Staff Appreciation Day during the same week as the Carnation Sales and to make sure the flyers for the Carnation Sales are sent to each individual on campus versus a "campus throw".

Staff Appreciation Day, April 26, 2004

Staff Appreciation Day was a great event this year with just over 1,250 staff attending. The A&R Committee partnered with the PR Committee in planning this big event. We hosted the event outdoors on Willard Lawn with vendors located on the Willard Terrace/Veranda and in the Willard Living Room. Freddie Paul's catered a barbecue dinner consisting of barbecue brisket, potato salad, baked beans, bread, condiments and cookies. The meal cost \$4,840 and administration had deposited money in the SAC account to pay for this. TIAA/CREF gave us a \$500 donation to help offset the cost of the picnic. Tables/chairs and tents were rented from the Physical Plant costing us \$753.24. The Physical Plant worked with Kinnunen to get the rental cost of one tent waived. We also 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 continued the new fundraising effort initiated in April 2004. At each regular SAC meeting we will be taking a "loose change" donation from SAC members. Donations for the 2004-2005 year netted \$85.29. We simply asked each member to donate the loose change they had in their pockets.

"Non-Raffles" and "Raffles"

This year the A&R Committee had a few fundraisers. In 2004, we had a "non-affle" for two Bedlam football tickets and a football autographed by Les Miles; a total cost of \$150. We received a total of \$917 in donations.

In 2005, we "raffled" two basketball tickets seated in the President's Box to the OSU vs. Texas Tech game and a basketball autographed by Eddie Sutton. The two basketball tickets were donated to the SAC by President Schmidly. We received a total of \$278 for this raffle.

The A&R Committee worked with a Lowe's manager again this year and we were able to get a cedar patio swing (approximately \$260 in value) for \$153. We advertised the swing raffle by posting flyers within our departments, on the SAC website, and by word of mouth. We also sold "raffle" tickets during the Staff Appreciation Day Picnic and drew the winning name afterwards. We received a total of \$483.

All monies received from "non-raffles" and "raffles" noted above were deposited into the SAC Scholarship Fund. "Non-affle" and "raffle" tickets were sold at one ticket for \$1.00 and 6 tickets for \$5.00.