

**Staff Advisory Council  
Awards and Recognition Committee**

**2005-2006 Year in Review**

Members: Katie Reim - *Chair*; Bea Peters, Dave Ford, Kim Forsythe and Gracie Teague.

**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 3, 2005** (*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

The Awards Day took place in the Student Union Little Theater. Administration provided funds for the cookies/punch reception; a total of \$757.50. Administration also funded the Years of Service pins. Service pins and a Pistol Pete clock (ordered from Cecil's in the Student Union) were given to employees with 25, 30, 35 or more years of service.

The contract for Years of Service pins is with Terry Berry Co. There are four more years left on this contract.

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

The Little Theater has been reserved for the 2006 Staff Awards Day for Thursday November 2, 2006.

#### ***Staff Appreciation Day***

Staff Appreciation Day this year was a great success, even though at the last minute it was moved from Willard Lawn to the Student Union Ballroom due to weather. Still with the change in plans, over 1,200 staff attended the event. Cherokee Strip BBQ catered the meal consisting of barbecue sandwiches, baked beans, potato salad, condiments and a cookie. The meal cost \$5,670. TIAA/CREF gave a \$500 donation to help offset the cost of the picnic. The PR Committee assisted with getting the tables and chairs from the Physical Plant and also with getting vendors to participate in the event. In addition to vendors, a student group hosted an event with booths called "Serenity Island" which went over well with the staff.

#### ***Fundraisers***

This year the A&R committee had two fundraisers. The first one was tickets to the OSU vs. Texas Tech basketball game. These tickets were donated by the President's office. A total of \$200 in donations was received.

The second raffle consisted of a \$200 gift card to any Conocophillips for the purchase of gasoline; a cost of \$200. We received a total of \$684 in donations.

All donations received from the raffles were deposited into the SAC Scholarship Fund. Tickets were sold at one ticket for \$1.00 and 6 tickets for \$5.00.

#### ***Loose Change Donation***

Funds were also raised for the "loose change" donation from SAC members at meetings. Members were simply asked to donate loose change they had in their pockets.