

Staff Advisory Council
Awards and Recognition Committee

1999-2000 YEAR-IN-REVIEW

1999-2000 Members of the Awards and Recognition Committee: *Nancy Swann - Chair*, Marilyn Hayes, Carol Anderson, Leslie Cimino, Nancy Mitchell, 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 process 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

1999 Staff Appreciation Day, November 4.

1. Distinguished Service Award Presentations
2. Recognition of all Nominees for the Distinguished Service Award
3. Recognition of Staff Advisory Council's Scholarship Recipients
4. Recognition of Leadership Development Program Graduates
5. Recognition of Years of Service Pin Recipients
6. Vendor booths and door prizes
7. Free lunch provided to all staff attending
8. Over 1,000 staff in attendance

Baseball Concessions, February through May, 2000

Staff Advisory Council members and non-council staff volunteered their time to work the OSU Cowboy Baseball games. The Council earned 10% of the first \$3,000 and 12% of anything over \$3,000. Through this association with Kyle Howeth, Swanson Concession Manager, SAC has been guaranteed our own concession stand at Gallagher-Iba arena next year (post-construction) for all of the basketball games. Additionally, SAC has agreed to work the home football games fall, 2000 (ice cream stand). Total scholarship money raised was \$1,682.30.

Secretary's Week Carnation Sale, April 26

Carnations were sold campus-wide to raise money for SAC Scholarships. Over \$1600 worth of carnations were sold. Our net after expenses was \$1,057.

Fundraising Goal

Total funds raised were \$3,264.30 including \$525 from a Staff T-Shirt sale held early in the year. (Concessions, Carnations, T-Shirts). Our fundraising goal of \$1500 was met to match administration's donation of \$1500 toward staff scholarships. At report time, alternatives were still being evaluated for the remainder of the money.