

STAFF ADVISORY COUNCIL AWARDS AND RECOGNITION COMMITTEE

2001-2002 YEAR-IN-REVIEW

2001-2002 Members of the Awards and Recognition Committee: Leslie Cimino – *Chair*, Denise Brooks, Lisa Collins, Dawn Good, Diana Jacobs, and Nancy Mitchell.

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 Appreciation Day, November 1, 2001

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 1,200 staff in attendance

Staff Appreciation Day went very well this year. TIAA Cref, American Fidelity, OSU Training, Fenton's Office Mart, B&C Office Supplies, Stillwater National Bank, Wellness Center, OSU Police & Parking, Xerox, and Oklahoma College Savings Plan were among some of the larger vendors who participated this year. Classic Faire Catering served a terrific lunch with a choice of either hamburgers or grilled chicken breasts. OSU Administration funded the entire lunch, service pins and all of the awards.

Administrative Professional Day Carnation Sale, April 24, 2002

Carnations were sold campus-wide to raise money for SAC Scholarships. \$1,368.00 worth of carnations were sold. Our net after expenses was \$1,035.75.

Fundraising Goal

A vote from the Council was taken at the beginning of the year and it was decided that we would not be participating in concession sales this year due to the amount of time that it requires. Total funds raised were \$1,035.75 from carnation sales. Our fundraising goal of \$1500 was not met this year, but we may be able to use surplus money from last year's fundraising to make up the difference. Therefore, I pray OSU Administration still matches \$1500 toward staff scholarships.