

Staff Advisory Council Awards and Recognition Committee

2002-2003 Year In Review

Members: Trisha Gedon – *Chair*, Leslie Cimino, Lisa Collins, Diana Jacobs, Nancy Mitchell, Bea Peters, Kathie Tanner and Marilyn Thomason.

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 7, 2002

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

We changed things up a bit this year. The A&R Committee decided to separate the awards presentations from the Staff Appreciation Day. The Awards Day took place in the Little Theater. Administration provided funds for the cookie/punch reception. We ordered 15 gallons of punch and 50 dozen cookies at a cost of \$560. Administration also funded the Years of Service pins. This year we provided employees with 25, 30, 35 or more years of service with a clock/calculator. They cost approximately \$44 each. This was something new this year and administration paid for these items.

Staff Appreciation Day, April 4, 2003

Staff Appreciation Day was a great event this year. The A&R Committee partnered with the PR Committee in planning this big event. We hosted the event outdoors on Willard Lawn. Klein's Catering out of Perry provided a barbecue lunch consisting of barbecue beef sandwiches, cole slaw, baked beans, cookies, punch and tea. The meal cost \$5,730 and administration picked up the tab. TIAA/CREF paid for the set up and tear down of the tables and chairs. We ordered 75 tables and 600 chairs. Physical plant waived the rental fee. An audio system was rented from Physical Plant and we played music throughout the event. TIAA/CREF also paid for the tent(s) we set up over the food tables. We rented the tent(s) from Kinnunen. The A&R Committee gathered a lot of door prizes from businesses both on and off campus. There were about a dozen or so vendors who set up display tables and provided lots of giveaways. The committee placed a thank you ad in the NewsPress to show our appreciation to all of the vendors and businesses who helped make the event a success. The ad cost \$124.

Administrative Professional Day Carnation Sale, April 23, 2003

Carnations were sold campus-wide to raise money for SAC Scholarships. We worked with Little Shop of Flowers again this year. We sold \$866 worth of carnations. Our expenses were \$240.70. Our net profit was \$625.30.