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| NOMINATION AND RECOGNITION COMMITTEE Minutes |
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| Location: | Finance Office Conference Room A 205 |  |
| Date: | December 2, 2021 |  |
| Time: | **9:30 am** |  |
| Facilitator: | Chair-Crystal Cheek and Co-Chair-Natalie Weaver  |  |

1. Call to Order at 9:30 am
2. Roll Call:

Present: Natalie Weaver, Teresa Anderson, Penny Bridwell, Kelly Hawthorne, Stacey Estep, Jeni Maple Late Arrival: Crystal Cheek

1. Approval of Minutes: Motion Made by Senator Penny Bridwell to approve minutes from November 11, 2021 and motion was seconded by Senator Teresa Anderson. Motion passed unanimously.
2. Announcements: Co Chair Natalie explained Chair Crystal Cheek’s absence. She was attending another meeting per VP Westman’s absence. Chair Crystal Cheek joined meeting late.
3. Old Business: Reporter Kelly Hawthorne sent Mission/By Laws to committee member for their approval. Senator Jeni Maple had suggestions, and all agreed to the changes. Changes were made by Reporter Kelly Hawthorne and re-sent via email for approval via email vote. Approval Passed unanimously.
4. New Business:
	1. Proposed Dates to have Survey Monkey (or other surveying platform) nomination survey ready for email distribution: Goals: Staff Senate Awards Send out to the campus community on January 3 or January 4, 2022 and have this Finalized by February 28, 2022. Staff Senate Elections: Send out to campus community on March 29, 2022 and Finalize by April 30, 2022 so that the May 2022 Staff Senate Meeting can be the transition meeting.
	2. Discussion regarding to open up all Staff Senate Awards to Faculty, Staff and Students. Lengthy discussion ensued about which awards are open to what group and good conversation happened. Volunteer Natalie Weaver suggested we add a little blurb for the person you’re nominating for the award. Senator Bridwell suggested we use employees’ Preferred Name and Volunteer Natalie Weaver also suggested we use the department with the name. Chair Crystal Cheek addressed her concerned towards Volunteer Natalie Weaver suggestion of taking the top 2 out of each group and looking over their blurbs. Chair Cheek just wants to make sure we aren’t cutting into our time and regular duties. She also stated that once we get the nominations, they we could review the Top Five that way. Senator Maple brought up about campus community wanting us to do a Faculty/Staff Recognition and Nomination Banquet again. Jeni stated that this probably isn’t the best year to do it. As we are a new committee, with being in charge of elections, getting guidelines together, that we should probably wait unit next year. Volunteer at Large Stacey brought up that there is cost involved with a banquet and not really any fundraising hasn’t been in place. Senator Kelly Hawthorne stated that fundraising needs to be brought up to the appropriate committee. With that being said, Volunteer Natalie Weaver made a motion to only allow Faculty and Staff to vote on the Following: Storm Rookie of the Year and Outstanding Staff Non-Exempt and Exempt. Service to Student Award to be open for Faculty, Staff and Students, in the future. For this year, ALL awards open to faculty and staff only.
5. Adjournment: Motion was made to adjourn by Senator Jennifer Maple and a motion was seconded by Penny Bridwell. Motion passed unanimously. Time: 10:55 am