

Nominating & Recognition Committee Meeting  
Date: October 6, 2022 / Location: via Zoom

- I. Call to Order: 9:33am
- II. Roll Call: Penny Bridwell, Kelly Hawthorne, Jennifer White, Natalie Weaver, Craig Musgrove, Stacey Estep, Tony Lehrling, Austin Harman
- III. Approval of the minutes from September 22, 2022 Motion made by K. Hawthorne. Seconded by Penny Bridwell.
- IV. Old Business-
  - a. Voting Items- Committee Chair & Committee Recorder
  - b. Discussion Items
    - i. Committee Bylaws/Mission Statement
    - ii. Sent to Committee on Committees for final approval after all Nom & Rec Committee members reviewed and requested revisions to Bylaws/Mission Statement
- V. New Business- More frequent recognition award (a specific request from the President)
  - a. Name of Award? Thoughts: Jennifer White-likes Unsung Hero. Everyone agrees on the
    - i. Unsung Hero (name option committee tossed around last year)-
    - ii. Spirit Award (be confusing if named the same as a former award, or would make it easier to know what it was?)
    - iii. Spotlight Award
    - iv. Star Service Award
    - v. ????
  - b. How is someone nominated for this award?:
    - i. Jotform on website? Jotform can be emailed to Staff Senate with a QR code attached so they can. Tony will create a JotForm and Kelly will let Jeni know about this form coming through Staff Senate Email.
    - ii. Link to Microsoft Form?
    - iii. Email to Staff Senate?
    - iv. ????
  - c. What info is required to nominate someone?
    - i. Name
    - ii. Explanation of why they are nominating this person
    - iii. More info needed? Maybe add Department/ Title and making the nomination anonymous
  - d. Process of deciding who wins award?- On-campus or at our reach site.
    - i. If receive nomination, automatically receive award?
    - ii. Review all noms & select 1? 2? Or more each month? Fall, Spring And Summer Semesters- Campus Wide Email-Adding cut off date to Jotform – This will expire after one year. This will be for all exempt and non exempt-
    - iii. ?? Make this only be able to get it every 3 years.
  - e. What is the award? Penny will ask President's office. Staff Senate Executive Committee will ask President to Present.
    - i. Card?
    - ii. Balloon?
    - iii. Gift? (If a gift, where are the gifts going to be stored before giving them to winners?)

- iv. Social Media Shout Out?-Just make sure the Person is ok with getting their picture made with the President. End of Term.
- v. ???

VI. Announcements

- a. Next committee meeting date: November 3, 2022

VII. Adjournment Motion P. Bridwell, Seconded by K. Hawthorne. Motion passed unanimously  
10;31am