

Nominating & Recognition Committee Meeting
Date: November 3, 2022 / Location: via Zoom

- I. Call to Order: 9:35am
- II. Roll Call: Natalie Weaver, Jennifer White, Kelly Hawthorne, Austin Harman, Craig Musgrove, Tony Lehrling Absent: Stacey Estep
- III. Approval of the minutes from October 6, 2022 Motion made by Tony Lehrling, seconded by Kelly Hawthorne motion passed unanimously.
- IV. Old Business-
 - a. Voting Items- Name of award
 - b. Discussion Items
 - i. Details of award: Jotform, how many winners per semester, etc.
- V. New Business-
 - a. Letter drafted to send to staff/ faculty re: Unsung Hero nomination
 - i. Letter with Executive Committee for final approval: Austin suggested that we also include McCurtain Campus also.
 - b. Where exactly does JotForm go? Need clear path of completing form & how it reaches us
 - i. I tried a 'test' form & never got any response. Where did it go?? Should go to Staff Senate email per Anna Hicks. Tony will get back with her to make sure its fix and will go to Staff Senate email and will be located on the Staff Senate Website. Have hyper link for the Unsung Hero Link on Staff Senate page. We will let Stacey know we are updated website.
 - c. Need to decide date of when we will:
 - i. Review nominations/ decide winner If Executive approvals on the Nov 8th then we can send out on the November 9th. We will review applications on Dec. 1st meeting and then we will choose. And name Fall winter after Christmas Break.
 - ii. Make announcement of winner for Fall 2022-After Christmas Break.
- VI. Announcements
 - a. Next committee meeting date: December 1, 2022
- VII. Adjournment Motion: P. Bridwell, C. Musgrove 9:55pm Passed unanimously.