

Nominating & Recognition Committee Meeting
Date: December 1, 2022 **Meeting Minutes** / Location: via Zoom

- I. Call to Order
- II. Roll Call: Natalie Weaver, Tony Lehring, Penny Bridwell, Jennifer White, Craig Musgrove, & Austin Harman. Absent: Stacey Estep & Kelly Hawthorne
- III. Approval of the minutes from Nov. 3, 2022- Need to add Penny Bridwell to the Roll Call for the Nov. 3rd meeting minutes. Other than that update, motion to approve the minutes made my Penny Bridwell, & seconded by Craig Musgrove. Motion passed unanimously.
- IV. Old Business-
 - a. Letter drafted to send to staff/ faculty re: Unsung Hero nomination
 - i. Letter approved by Executive Committee
 - ii. **Letter was sent to mailing lists & 27 nominations have been made as of 11/29/2022**
 - b. Tony/Anna created clear path of Jotform via Southeastern Staff Senate webpage
 - c. Need to decide date of when we will: **Meeting in Jan to decide FA2022 winner**
 - i. Review nominations/ decide winner
 - ii. Make announcement of winner for Fall 2022

V. New Business-

- a. **Link to review all nominations:** [Nominating & Recognition Committee](#) via Sharepoint (please let me know if you have any issues). As emails/ nominations appear in email, I'll move them to this shared folder.

Sue Haywood is the current finalist for the Unsung Hero Award for the Fall 2022 semester. Jennifer White shared personal testimony to Sue's impact in her department and within the university at large. Sue received multiple nominations & has not ever received an end of year staff award. She has been with the university 18 years, and will be retiring in the next two years.

An email will be sent to full committee to vote on naming her our first Unsung Hero.

**If the motion passes, we propose a handwritten card from our committee, and a photo with the President presenting our card. After photo is taken & added to social media, Tony mentioned framing the photo with the President's signature. The group loved this idea.*

- b. Sharing spreadsheet of all current staff members. Please take the time to mark in **RED** those that do not qualify/ should not be included in the initial nominating form for the Staff Senate End of Year Annual Awards.

Master list will be built over the holiday break for full committee review/ approval.

Questions posed: 1. Outstanding Outreach Site Employee possible revisions? Include those on the Durant campus that specifically work with outreach students/ outreach sites?

- 2. When do we pull committee members from list? Natalie proposed all committee members be included in first round of nominations so they can receive peer feedback, but then if any committee members make it to top 3, we would pull ourselves from list.*
- 3. Following last year's surveys, the committee agreed that full staff and faculty mailing lists do not need the "Outstanding Staff Senate Member Award," but to send that specific nom info only to active Staff Senate members for nominations/ votes.*

VI. Announcements

- a. Next committee meeting date: January 5, 2023

VII. Adjournment Motion made by Penny Bridwell, seconded by Craig Musgrove, and passed unanimously.