University of Nevada, Reno
Staff Employees’ Council

Annual Classified Employee Recognition Reception

Committee Members
  Lana Reeves
  Pamela Terango
  Mona Watts
  Lindsarë Klaes
  Elicia Rollins
  Diann Jones
  Jodi Yocum
  Denise Madole (HR non-voting member)

Submitted by
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2016
Purpose of Committee
This committee sponsors, with the president of the University, an annual awards reception. A committee of at least five, including at least one person from BCN Human Resources, as a nonvoting advisor member, shall be responsible for planning and processing all matters pertaining to the annual awards reception. Recognition of retirement and years of service awards shall be given to those classified employees, based on their cumulative service years at the University and who have met the cutoff date of December 31st of the previous year. A joint subcommittee consisting of at least one person from the SEC Open House committee should work together to solicit donations for the two events. Donations are to be divided at the subcommittee’s discretion.

Annual and Standing Charges
Plan all aspects of the reception to honor retirees and awardees.
1. Room reservation
2. Advertisement
3. Order food and beverage
4. Invitations to the President, Provost, staff and retirees
5. Secure a Master of Ceremonies
6. Develop promotional materials and distribute
7. Purchase gifts for retirees
8. Execute event

Additional Charges
Place all procedures and documentation on SharePoint Action: All documents that relate to the SEC reception are on the committee site (i.e. Reservations for the JCSU, Chartwells list of food choices and prices, receipts for all purchases, meeting minutes, certificate formats, script and program).

Annual Report
Action: The 2016 SEC Annual Classified Recognition Reception, the Silver and Blue Salute, was held June 2nd, 2016 at the Joe Crowley Student Union Ballrooms. Approximately 200 classified and faculty members and some family members attended. The program included presentation of the outgoing SEC members who officially end their post in August 2016, awardees for this year’s
Distinguished Classified Employee of the Year, the Distinguished Classified Employee of the Year Runner-Up, the Distinguished Classified Employee of the Year, the Wolf Cub of the Year, awards to 2 retirees and 25 Years of Service awards. Door prize tickets were sold and raised $516. These funds were given to the SEC Development Fund Committee. The door prize winning tickets were drawn by the Master of Ceremonies, Provost Kevin Carman. The program ended at 4:00 pm and those attendees were able to visit and partake of the refreshments until 5 pm.

Projected Budget: $6350.00
Actual Budget: $5777.29

Timeline

Sep. 2016 - Reserve date for next year’s reception with the JCSU. Solicit new committee members from the incoming members. Discuss election of committee chair or co-chairs with members.

Oct. 2016 - Identify a committee member to work on a joint subcommittee with the Open House committee to solicit donations for the two events.

Nov. 2016- Call the President’s and Provost’s assistants to reserve next year’s date and place on their calendars.

Jan. 2017 - Work on “save the date” flyers to hand out at the Open House in March.

Feb. 2017 - Request retiree and Years of Service list from HR, discuss retiree gifts, check supplies for certificates and order if needed. Meet with Chartwells to discuss food options. Work on email blast.

March 2017 - Receive donations from the Open House committee at the close of their event. Send formal invite letter to the President and Provost. Determine a Master of Ceremonies and invite. Develop and begin producing invitations for retirees and awardees.

April 2017 - Purchase gifts for retirees. If engraving is needed, order as soon as possible. Engravers of Reno has been used in the past. Set up Survey (Formstack or Survey Monkey) for the purpose of RSVP from classified staff, establish an end date. Send email blast to the Office of Administration and Finance for distribution. Call Parking Services to request parking for retirees and off-campus attendees. Send print invitations to retirees and awardees. Once RSVP’s have arrived, contact supervisors to speak on behalf of all retirees attending and awardees with 20 years of service and above.
May 2017 - Finish solicitations for donations and begin producing certificates, script and program.

June 2017 - Confirm Chartwells and JCSU the first week. Calculate attendees from the survey. Print certificates, prepare gifts and organize both according to survey/RSP response. Following the reception prepare IPO for parking permits (need names of recipients) and send to Administration and Finance. Mail certificates and gifts to awardees and retirees who were unable to attend the reception. Prepare annual report.

Recommendations
1. Asking every SEC member to create accurate numbers of retiree and the years of service list before making a poster, sending invitations, and sending e-mail blast.
2. Asking donations for the Southwest Airline prize.
3. Reconsidering the retirees’ gifts due to the cost of the postages and the attendance issue.
   o Actions to be taken