University of Nevada, Reno
Staff Employees’ Council

Annual Classified Employee Recognition Reception
2012-2013 Year-End Report

Submitted by: Lynda McLellan

June 18, 2013

Committee Members
Lynda McLellan, Co-Chair
Melodie Gander, Co-Chair
Anette Christensen
Nancy Horowitz
Phyllis Snedeker
Denise Madole (HR nonvoting member)
Purpose of Committee

This committee sponsors, with the President of the University, an annual awards reception. A committee of at least 5, including at least 1 person from BCN Human Resources a nonvoting advisory 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, who have met the cutoff date of December 31, of the previous year. A joint subcommittee consisting of at least one (1) member of the SEC Awards reception and one (1) from the SEC Open House should work together to solicit donations for the two events. Donations should be divided equally between the two events.

Annual and Standing Charges

Plan all aspects of reception to honor retirees and awardees.

1. Room reservation
2. Advertisement
3. Order food and beverage
4. Invitations to 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 from JCSU, Chartwells list of food choices and prices, receipts for all purchases, meeting minutes, and donation request letters, etc.)

Promotional Plan

Action: Developed and produced flyers to hand out at the SEC Open House to “Save the Date” for the reception. Developed posters (produced by Copy Center on campus) and placed them on the public boards on UNR campus. Developed a Survey Monkey to request RSVP from classified employees who plan to attend the event and attached to an email blast send out by Administration and Finance Department. This email blast was sent out in April and again one week prior to the event.

Annual Report

Action: The 2013 SEC Annual Classified Recognition Reception was held on June 12, 2013 at the Joe Crowley Student Union Ballrooms. Approximately 300 classified and faculty members attended. The program included presentation of awards to outgoing SEC members who officially end their post in August 2013, nominees for this year’s Distinguished Classified Employee of the Year, the Runner up, the Distinguished Classified Employee of the Year, a special service award, awards to 5 retirees and 39 Years of Service awards. Door prize tickets were presold raising $275 and additional sales at the event produced another $662. These funds were given to the SEC Development Fund Committee. The door prizes were distributed by Master of Ceremonies, Howard Rosenberg and Committee Co-chair Lynda McLellan. At the conclusion of the program the opportunity to visit with attendees and partake of refreshments took place until 6pm.

Projected Budget: $6340.00
Actual Budget: $5945.53
See detail attached.
<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>June 2013</td>
<td>Reserve date for next reception with Joe Crowley Student Union 784-6505. Submit annual report.</td>
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<td>July 2013</td>
<td>Submit yearly budget to Treasurer.</td>
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<td>August 2013</td>
<td>Solicit new committee members from the incoming members.</td>
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<td>Sept. 2013</td>
<td>Discuss election of committee chair with members.</td>
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<td>Oct. 2013</td>
<td>Identify a committee member to work on a joint subcommittee with Open House committee to solicit donations for the two events.</td>
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<td>Nov. 2013</td>
<td>Call the President and Provost’s assistants and give them the date of the event to place on their prospective calendars.</td>
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<td>Jan. 2014</td>
<td>Determine theme for June event, begin to work on “Save the Date” flyers to hand out at the March Open House Event.</td>
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<td>Feb. 2014</td>
<td>Request Retiree and Years of Service list from HR, discuss ideas for retiree gift, and order supplies needed to print certificates (i.e. paper and folders). Meet with Charwells and discuss food options and proposed quantity. Produce document to be used as an email blast.</td>
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<td>March 2014</td>
<td>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. Develop and begin producing invitations for Retirees and Awardees.</td>
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<td>April 2014</td>
<td>Purchase gifts for Retirees, if engraving is needed, order as soon as possible. (Engravers of Reno have been the vendor of choice in the past). Set up Survey Monkey for the purpose of RSVP from classified staff, establish end date. Send email blast to the office of Administration and Finance for distribution. Call Parking and Transportation and request parking spaces for Retirees and off campus attendees. Send invitation to Retirees and Awardees. Once RSVP’s have arrived, contact supervisors to speak on behalf of all retirees attending and awardees with 20 years and above.</td>
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<td>May 2014</td>
<td>Finish solicitations for donations, begin producing programs and script.</td>
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<td>June 2014</td>
<td>The first week of June, confirm space with JCSU and food with Chartwells. Calculate attendees from survey monkey. Print certificates, prepare gifts and organize both according to survey response. Following reception prepare IPO for parking permits (need names of recipients) and send to Administration and Finance. They will forward to Parking and Transportation who will then contact winners and present them with their space. Mail certificates and gifts to Awardees and Retirees who were unable to attend.</td>
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Recommendations:

Discuss the possibilities of changing the cutoff date for Retirees and Awardees with HR. Stress the cutoff date in the “Save the Date” flyer, the posters and email blast. Consider purchasing Survey Monkey software to benefit all SEC committees.

- Funds for software could be obtained by charging a larger amount for door prize tickets on the Southwest Airline Voucher (make this prize a separate ticket purchase)

Move DEOY and EOM parking pass expenses to Classified Employee Recognition Committee.