Committee Membership

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Purpose of Committee

The Employee Recognition Committee (ERC) is a body within the Staff Employees’ Council that reviews and selects nominations for awards to outstanding classified employees. The Committee consists of at least five members and are ineligible for any ERC awards during their tenure. Nominated employees are assessed on their demonstration of outstanding service, exceptional attitude and excellence in work performance. Classified staff members can be nominated for the Employee of the Month or Distinguished Classified Employee awards by a co-worker or supervisor, who completes and submits the appropriate forms found on the SEC website. Eligible employees must be full or part-time, employed for at least one year at any of UNR’s physical locations, and not selected for either award within the past 12 months.

Annual and Standing Charges

Standing Charge(s):

1. Review and select Employee of the Month (EOM) nominations on a monthly basis, and review and select the Distinguished Classified Employee (DCE) nominations on a yearly basis.
   - Up to two classified employees can be awarded for the EOM
   - Only one classified employee can be awarded for the DCE, along with one runner-up
   - Previous year’s winner of DCE may be invited to select current year’s DCE nominations

Action Taken:

The ERC took the following actions on our standing charge of reviewing the monthly and annual employee awards. All of these actions took place during September 2012-June 2013.

- Received and awarded a total of 14 nominations for Employee of the Month (EOM).
- Received six nominations for the DCE and awarded the award along with a runner-up.
- Re-instated NEVADA TODAY articles through Integrated Marketing to celebrate and promote Employees of the Month.
  - Including asking awardees two questions that is promoted on the SEC website and Nevada Today article. (See appendix)
- Re-designed EOM certificates. (See appendix)
- Re-designed the Distinguished Classified Award from an engraved plaque to a free-standing engraved glass (star design). (See appendix)
- Updated the “Blue Card” given to EOMs as part of their award package which was graciously paid for by the ASUN Bookstore, one of the sponsors of the Blue Card offerings.
- Sent letters to nominators of EOM, informing them of their nominee’s win and giving the nominators an opportunity to present the EOM award package.
- Instituted the “Coffee with the President” for EOMs as part of their award.
- Sent invitations and created certificates to EOMs and DCE (and runner-up) to SEC Award Reception.
- Established a firm deadline for the monthly award.
- Updated the checklists for each award to reflect changes made over the years.
• Took over the creation of the slide from Integrated Marketing that is displayed on the marquee sign at the 15th Street entrance of the University.
• As stated in our Bylaws, we invited the previous DCE to be part of the selection process for the current DCE.
• During the DCE selection process, it came to our attention that one employee deserved special recognition for the efforts that went beyond the award we were reviewing. The committee decided to petition VP Zurek and President Johnson for special recognition. It was granted and during the SEC Employee Recognition Reception, Gina Bagne, was the first recipient of “Special Service Award.”

Recommendation(s):

The ERC recommends that the committee continue this service of recognition of classified staff which should include the following:

• The “Coffee with the President” has been a substantial success. Several of the awardees have commented on the positive experience, as well as the President.
• Currently, the two co-chairs have purchased certificate paper and presentation folders for the EOM award. It is recommended that the future budget include the necessary supplies to provide a professional element to the awards.
• Currently, nominators are not notified that their nomination has been received. The committee recommends sending a letter of receipt to the EOM and DCE nominators, as soon as the nomination is received along with notice of the process (ie, the nomination will be in rotation for three months. At the end of three months if the nominee was not selected, the nominator will be notified.)
• The DCE award was established in 1986. During our review of materials passed down from previous committee members, we noticed that the award amount has not changed since its inception ($1,000). We recommend that the award amount be reviewed and updated.
• The previous DCE should be invited to the current DCE selection process. It was a rewarding experience for the previous DCE and a way for them to “pay it forward.”
• As unique situations occur, decide as a committee what action to take and move forward with the Vice President of Administration and Finance. (ie, Special Service Award)

Additional Charges and Action Taken:

Charge 1: Upload all historical paper documents from the ERC binder to SharePoint.

• The committee has transferred all pertinent, historical paperwork from a binder (passed down over the years) and has uploaded to the SEC SharePoint under the Employee Recognition Committee tab.
  o The committee also created folders within Sharepoint for easy access and less confusion for future committee members. (ie There are separate folders for the EOM, DCE and Archived History).
Recommendation(s)

From now on, the committee uploads all pertinent paperwork to the SharePoint site and no paper copies are kept any longer, including the nominations of the EOM and DCE.

Charge 2: Develop a Promotional Plan for the Employee of the Month and the Distinguished Classified Employee of the Year.

In an effort to promote the Employee of the Month (EOM) and Distinguished Classified Employee of the Year Award (DCE), the Employee Recognition Committee recommends the following to encourage nominees and to highlight the efforts of classified staff:

- Continue the monthly stories in Nevada Today for the EOM that include a box (reminder), recommending others to nominate with a link to the SEC Forms page.
- Contact Faculty Senate Manager and request to be placed on the agenda at least twice a year to remind faculty of the benefits and ease of nominating classified staff.
- Contact Human Resources and request to be a speaker to at least four Network meetings to remind classified staff that they, too, can nominate their colleagues for the award.
- Ask that each award be highlighted in the President’s Council and the Academic Leadership Council.
- Send letters to EOM and DCE awardees and nominators, thanking and congratulating them, as well as encouraging them to spread the word of nominations.

Charge 3: Investigate/review other additional awards for classified staff, including adding an award to the University’s annual Honor the Best Ceremony and the Annual Classified Recognition Reception.

The University of Nevada, Reno (UNR) is one of the few universities researched that has an employee of the month program; however, most universities have some type of employee recognition program. Like UNR, the University of Nevada, Las Vegas (UNLV) has an EOM and a DCE award as well as a “Rookie of the Year” award. All UNLV nominees receive a letter informing them that they have been nominated and/or selected for EOM or DCE and a letter is also sent to their supervisor. Those who are selected EOM, DCE, or Rookie of the Year receive a framed certificate, water bottle, pen, and recognition in the campus-wide publication “UNLV Today.”

Texas A&M does not have an EOM or DCE award, but does have a yearly “President’s Meritorious Service” award. At Texas A&M, 15 outstanding staff employees and one departmental team are selected to receive the awards. The individuals each receive $700, a commemorative plaque, and a lapel pin. The team receives $200 cash award and a framed certificate of recognition, with all awards presented at a special awards ceremony. The University of Southern Idaho does not have an EOM program, but does have a classified employee of the year award. The employee of the year is honored by the Professional and Classified Employee (PACE) organization on a yearly basis. Recipients receive $1,000, university-wide recognition, and a plaque honoring their service. The University of Utah does not have EOM or DCE awards, but does have an “Employee Appreciation Day,” (EAD) which is an annual event. Events during EAD include the football field goal kick, Hooked on Books, food booths, massage booths, flu shot stations, gift giveaways, and exhibits.
Recommendation(s):

- Create a service award for employees who have dedicated their time to a volunteer organization, provided outstanding service to the University as a whole (outside of their respective department or college), the Reno-Sparks community, or the state of Nevada. Service awardee would be selected during the March ERC meeting and honored at the University’s annual “Honor the Best Ceremony” in May. Awardee would be provided a plaque honoring their service, mentioned in Nevada Today, and honored at the Annual Classified Recognition Reception.

- Create a “Rookie/Newcomer/Cub (playing off the Wolf Pack) of the Year” award to honor the service of first year University employees and used to encourage the new employee to continue their service at UNR. Awardee would be determined during March ERC meeting and honored at the Annual Classified Recognition Reception. Rookie of the Year would receive a plaque, mentioned in Nevada Today, and receive a gift certificate to the Wolf Shop.

- Establish an “Employee Appreciation Day” (EAD) or work with the SEC Open House to produce an event similar to U of Utah’s EAD by adding additional booths to the Open House (free ice cream, pizza) and events (ring toss, carnival games, etc.). If unable to coordinate with the Open House committee, possibly reserve the quad for a large picnic/potluck lunch or dinner during the month of July or August and provide items to be raffled off to those who attend.

Charge 4: Create Certificates of Appreciation for outgoing SEC members.
At the present time, no recognition is given to those who have served on the Council. In an effort to create a culture of appreciation the ERC instituted the following:

- To show appreciation and boost morale, the committee creates certificates to outgoing SEC members with the UNR President’s signature, and is distributed during the SEC Annual Classified Recognition Reception in June.

Recommendation(s)

- Work with the Elections Committee to obtain names of outgoing SEC members, and submit names to SEC Reception Committee by first week of May.
January:
- Post flyer on SEC website early in the month.
- Distribute campus wide (faculty and staff).
- Forward to Integrated Marketing for publicity in Nevada Today.

February
- Extend invitation to previous DCE to March meeting to select current DCE.

March
- Deadline for DCE award is in early March to allow for notification for the Honor the Best Ceremony.

Budget
In the past the ERC has not been required to submit a budget for its activities. We recommend that the ERC be required to submit a budget that includes the following:

- Certificate paper and presentation folders
- Cost of DCE award.
- Cost of assigned parking permit (for the DCE runner-up) and parking permit (for EOM drawing at the SEC Employee Recognition Reception).

Summary
In closing the ERC would like to thank those who took the effort and time to nominate their colleagues for the EOM and DCE. We would not have had the nominations we did, if it were not for the amazing monthly stories produced by John Trent and Brandon Stewart in Integrated Marketing. We thank you! We would like to thank Vice President Zurek and Georgianna Trexler for their continued support of our activities. We would also like to thank President Johnson for his participation and willingness to get involved with classified staff with “Coffee with the President.”
Appendix

EOM Questions

Awardees are asked to answer question one and then select one question from 2-7.

1. What do you enjoy most about working in the NAME Dept/or University of Nevada, Reno?
2. What makes you laugh?
3. What is your favorite way to spend a Saturday?
4. If you could vacation anywhere in the world, where would it be?
5. What is your favorite family tradition?
6. If you were in a Rock N' Roll band, what would your job be?
7. What is your favorite restaurant in the area?
Current EOM Certificate

Classified Employee of the Month

In recognition of service to the University of Nevada, Reno

NAME

Department

As recipient of the MONTH, YEAR award

NAME, Chair Staff Employee Council

Date

NAME, Chair Employee Recognition Committee

Date
Former DCE Award

Kristen Kabrin

University of Nevada, Reno
2011
Distinguished Classified Employee
Employee of the Month Awardees

2013

- **January**: Gina Bagne, Residential Life, Housing and Food Service
- **January**: Nancy Kelly, College of Engineering, Dean's Office
- **February**: Christina Rust, College of Education, Dean's Office
- **March**: Carla Geib, Theater and Dance
- **March**: Kathy Hoffman, BCN Purchasing
- **April**: Brock Young, Chemistry
- **May**: Holly Marizu, Research, VP
- **May**: Phylis Snedeker, Development & Alumni Relations
- **June**: Robert Hernandez, Facilities
- **June**: Antoinette McLachlan, Department of Psychology
- **July**: Scot Kozlowski, Facilities
- **July**: Sherri Barker, School of Social Work

2012

- **January**: Maureen Morton, College of Education
- **February**: Rhonda Dome, Business & Finance
- **March**: Scott Hinton, Department of Art
- **March**: Danielle Young, College of Liberal Arts Dean's Office
- **April**: Kathie Stanfield, Department of Sociology
- **April**: Shelley Walker, College of Liberal Arts Dean's Office
- **May**: Kathryn Hanselman, Extended Studies
- **June**: Jennifer Prager, Department of Psychology
- **July**: Colleen Parkyn, College of Education
- **August**: Carol Mitchell, UNSOM Faculty Development
- **September**: Camilla Allen, Department of English

Distinguished Classified Employee of the Year

2013

- Michelle Bruce, Disability Resource Center

2012

- Shannon Sisco, Basque Library