Minutes of the Communication Subcommittee of the Staff Advisory Committee to the President
Thursday, March 28, 2013
Randolph Hall 106D

Attending: Herbert Frasier, Susan Hallatt, John Inman, Jennifer McClerklin, Anne McNeal, Marlene Williams

Anne McNeal called the meeting to order at 10:40 AM.

Staff Awards

Awards Proposal

Anne distributed the revised Staff Awards proposal and updated the status:

- The request for a revised policy which includes cash awards for temporary employees will not be submitted to the Board of Trustees until fall.
- The awards proposal has been revised to delete those cash awards. Other changes have been left in place, such as the suggestion to award three temporary employee awards and five permanent employee awards based on the relative numbers of employees in those two categories.
- Ed Pope has asked to talk to Steve Osborne again before we take the proposal to President Benson. Anne and Ed will go to the president as soon as it can be arranged.

Awards Nominations

Jenn McClerklin has started designing an awards nomination form in Qualtrics and distributed it for review. It was decided that we will not include the Open Gates Award since the Staff Advisory Committee will make those nominations. However, we will include the criteria for the Open Gates Award to help us identify candidates for that award.

Jenn will draft a FAQs page explaining the awards and the nomination process.

The link to the nomination form will be posted on the SAC website and will be included in an email to All_Staff announcing the award nominations.

Jenn will ask Ashleigh Parr to provide Qualtrics logons for all members of the Communication Subcommittee.

Award Items

Jenn and Susan Hallatt volunteered to gather items for the gift baskets to be given to Temporary and Permanent Employee of the Year recipients. Since temporary employees will not receive cash awards, we will ask for three gifts of higher value to be donated and include those in the baskets for temporary employees. Other gifts will be solicited or gathered in groups of eight to include in all temporary and permanent employee baskets.
Jenn will look for certificate paper and ready-made frames and mats to frame them.

John Inman will talk to Leslie in Marketing about taking the Open Gates Award photos. Marlene Williams suggested photographing the gate from Coming Street into Rivers Green behind Addlestone Library. Herbert Frasier offered for Physical Plant to “spiff up” the gate if it is needed.

There will be two framed photos: the first will have a 4” X 6” photo of the empty gate on one side of the frame, with text about the award on the other side. It will be presented to the recipient. The second frame will be larger and will hold a photo of the recipient standing in the gate on one side with text about the award on the other side. It will be given to the recipient’s department for permanent display.

Susan will look for affordable baskets.

**Future Meeting**

The next subcommittee meeting will be scheduled for April 11.

The meeting was adjourned at 11:40 A.M.

Respectfully submitted,

Anne McNeal
Communication Subcommittee Chair