



Staff Council of John Carroll University  
Community Building and Staff Recognition Committee  
Agenda

COMMITTEE CHARGE: Community Building and Staff Recognition – will work to develop an equitable recognition and award system. The committee will serve as a resource to the University community in the recognition of staff. The committee will plan and implement activities for the staff that will foster social interaction; develop opportunities for staff to build community; advocate for all staff; and work with other committees to provide open forums for staff.

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Date of meetings: September 6, 2016, @ 2 p.m. – Rodman Hall, 3<sup>rd</sup> Floor  
Attendance: Eric Eickhoff, Courtney Farver, Jane Evans

Overriding Committee Goals:

- Strengthen the staff community at JCU through a number of programs and events throughout the course of the year.
- Develop and implement meaningful staff recognition programs designed to complement already existing recognition programs at JCU.

Agenda:

- Homecoming
  - Door Decoration judging – Oct. 4 @ 2 p.m.
    - Meet in LSC Atrium
    - Invite Homecoming Court to participate
    - Announce, Monday, September 26 (e-mail & InsideJCU)
- Budget
  - Reviewed the proposed budget and what the Staff Recognition & Community Building committee asked for.
  - Also reviewed the proposed cuts to the SRCB committee proposed budget.
- Ongoing Recognition
  - The Staff Council – Staff Recognition and Community Building Committee will write hand written thank you notes recognizing the employee for their contributions during the week of their work anniversary.
  - Members celebrating significant milestones will have their names placed on LoboVision with the number of years of service to the University indicated next to their name.

- At the Year end Convocation, recognize staff who have achieved 5, 10, 15, 20 25+ milestones. This can simply be a slide during the remarks and ask people to stand and be recognized.
  - Have Father Niehoff personally sign a letter of gratitude for employees who are celebrating 5, 10, 15, 20, 25 and then 26+ yearly milestones.
  - Staff celebrating the 5, 10, 15, 20 year milestones would be invited to a luncheon hosted by the Senior Leadership Team. The luncheons would be in December and June. Those who hit the milestone during the summer and fall semester would be invited to the luncheon in December; those who reached the milestone in winter and spring would be invited to the June luncheon. Ideally Father Niehoff and Provost Collieran would be in attendance along with any other SLT member who wishes to attend. Staff Council has asked for \$2,000 through its budget to cover the costs of these luncheons.
  - Encourage members of the Senior Leadership Team to recognize employment anniversaries at their division meetings.
  - Banner at Staff Picnic (?)
  - Budget (?)
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- Happy Hours
  - Granite City - Sept. 22 & Nov. 16 – 5 to 7 p.m.
- Donut Lab – Oct. 14 – 9:30 – 10:45 a.m.
  - 200 donuts
  - 150 coffee
  - Add cider (?)