

Staff Recognition Committee Meeting
October 6, 2017 – 1 p.m.

- Recap of current recognition programming
 - Handwritten notes recognizing employee's anniversary date.
 - Will need to request a new employee list form HR.
 - Staff Recognition and Excellence Awards
 - Given out in the spring semester.
 - Usually have a large number of applicants for New Staff Member and Staff Member of the Year. Have a small but good pool for St. Ignatius of Loyola Leadership Award. Not enough for the Archbishop John Carroll Award for Learning.
 - Will need to focus on better publicity for awards, especially Archbishop Carroll.
 - Partnered with HR for the Administrative Professional Day recognition breakfast because we had a surplus of funds. Partnering this year will depend on budget.
- Ideas:
 - Can we do something to recognize our staff who support or students during stressful times of the year (finals)?
 - Is there a retired staff e-mail distribution list that can be used to invite them to appropriate gatherings?
 - Create a "staff notes" similar to faculty notes for distribution to campus. Would include a variety of items, e.g. conference presentations, books, graduate education completion, etc.
 - Congratulations certificate for staff member from students – work with Jeanne Colleran & Student Engagement.