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## MEETING MINUTES MAR. 3, 2020

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RDMT 255, 2-3 p.m.

**Meeting called to order:** 2:00 p.m.

**In attendance:** Cliff Bartl, Cathy Brewster, Rebecca Eckland, Erin Frock, Lauren Gatto (Chair), Tommie Guy, Elizabeth Humphrey, Lori McDonald, Debi Pezzuto

**Absent:** Sandra Martinez, Sidney Sullivan

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### Welcome New Members!

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The committee welcomed three new members: Tommie Guy from Budget and Planning, Rebecca Eckland from Marketing and Communication, and Debi Pezzuto from Adult Basic Education. We are very proud that we have representation from so many different sites as well as departments.

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### Approve February 4, 2020 meeting minutes

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The minutes for February 4, 2020 were motioned and seconded by Lori McDonald and Beth Humphrey respectively and approved unanimously by the committee.

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### Professional of the Month

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Professional of the month has been selected for February and is currently being scheduled. Once scheduled, a calendar invite will be sent to committee members to attend. Professional of the Month nominations are eligible to be awarded for three months and cannot be awarded within two years of winning the award. The committee will be reviewing if there any patterns with which departments are being awarded or specific sites in order to encourage more of a diverse group to be nominated. Based on this information the committee will strategically look at more intentional outreach to solicit nominations.

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### Faculty Champion Program

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Sidney and Rebecca shared with the committee a draft of the description and questions for the Career Champions nomination form. The committee does not feel it is needed to have a word or character cap for submissions. The committee felt it would be best to have a drop-down menu for students to have options when selecting the department. There was concern that PTK is currently having their nomination survey on CANVAS which might confuse students if ours is also posted. We learned that PTKs will be removed shortly and ours will be posted at the end of March. Candice and Rebecca from Marketing and Communications will help with advertising to students through social media and newsletters announcements. Depending on the number of nominations the committee will establish a plan on how to recognize the nominees. A few ideas would be for the President to make an announcement at the kick off to have all of the nominees stand to be recognized. Another idea would be to print out the nomination and a certificate and have it delivered to the recipient.

## Distinguished Faculty Awards

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The chair of the Distinguished Faculty Awards committee gave a report – there were 7 nominees for teaching and 10 nominees for service that were initially nominated. Based on the submitted materials and accepting the nominee we currently have 3 nominees for teaching and 6 nominees for service. Two subcommittees were formed and are currently scoring the submitted material from the nominees. Once all scores are collected 2 finalists for each award will be selected based on the highest earned points.

## Night at the Theater

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Cathy is working to identify a theater production for Night at the Theater. It is between Monty Python's Spamalot at Reno High School or The Roaring 20s: A Dance Theatre Experience at Red Mountain. Once the President selects a date and time she will be available to attend, an email will be sent out to allmailboxes as well as an invitation to the new employees.

## Employee Awards Ceremony

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The save the date was sent out for the Employee Awards Ceremony on May 12 from 3-5pm in the Student Center. Cathy will need the names of the Professional of the Month winners to announce them at the event. Because of this we will be voting twice at the beginning of April for an April and May winner. Cathy has asked for volunteers at the event to help with parking concerns and handing out brochures.

## Other Business

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**Recognition Cards:** Cal provided analytics for the usage of the cards. The files on the recognition website have received roughly 25-50 clicks over the past 11 months. Cards will be printed and brought to the next committee meeting to be signed and distributed to other people that help with the committee behind the scenes. It was also mentioned to utilize the cards when you see emails about awards staff/faculty have won such as tenure track faculty, etc.

**Next meeting:** \*April 7 will be in room RDMT 418.

**The Administrative Faculty Committee:** is planning their second annual Summer Synergy Summit and the committee will begin to brainstorm some ideas on how to have representation from the committee there.

*Meeting dates for Spring 2020 at 2:00pm in RDMT 255 on the following Tuesdays: \*4/7/20, 5/5/20*

### 2019-2020 Calendar of Events

- Jenga Tournament (Aug)
- Pumpkin Decorating (Oct)
- Night at the Theater (Nov)
- Holiday Party (Dec)
- Distinguished Faculty Awards (Mar, Apr, May)
- Night at the Theater (Apr)
- Professional of the Month (Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May)
- Random Acts of Recognition (ongoing)

Adjourn: 3:00 p.m.