

June 14, 2014

To: Kelly Bisek, 2013-2014 Staff Senate President
Fr: Alicia Kauffman, Staff Senator and Staff Recognition Chair, 2013-2014
Re: 2013-2014 Staff Recognition Committee Year-End Report

The staff recognition committee consisted of the following members:

Anna Sheppard, Jeanne Erickson, Joseph Johnson, Ann Marschke, Tina Exner, Marie Bosley-Gordon Vicki Miller (until March 2014), Alicia Kauffman

CAMPUS KUDOS AWARD PROCESS

In order to receive the award, there had to be a minimum of four "yes" votes (excluding Alicia's vote as the chair). Kelly Bisek would forward any nominations to the chair, Alicia Kauffman. Alicia would then email the nomination to the committee to vote on whether or not each person though the nominee was worthy of receiving the award. Once approved, she would contact Jill Spacek in HR at Jill.Spacek@ndsu.edu to find out who the winner's supervisor was and then an email (see Appendix A) was sent to invite the winner, the winner's supervisor and the nominator to the next staff senate meeting to receive the recognition and award.

Anna Sheppard created the certificates and took photos of each winner. Alicia Kauffman secured \$5 coffee gift cards from Kristen Weber in Dining Services and \$10 bookstore certificates from Dolly Wadholm for each winner. At the staff senate meeting, the winner, nominator and supervisor were asked to come to the front while a committee member read the spirit of the award, the actual nomination and presented the award. Following the presenting of the award, everyone went out of room to have Anna take a photo. The photo, winner's name and nominator's name should be emailed to the Staff Senate Secretary and Public Relations Chair following the meeting for minutes and publicity.

The committee received the following Campus Kudos award nominations throughout the year:

Maynard Schmidt (awarded in October)
Sara Kuhry (awarded in November)
Chris Anderson, David Dynes, and Frank Durray (awarded in November)
David Dahl (awarded in December)
Rich Lodewyk (awarded in February)
Nate Gonser and Michael Aho (awarded in February)
Thomas Cocozzello (awarded in May)
Amanda Sosa (awarded in May)
Doug Nowatzki (awarded in May)
Lavon Whipple (awarded in May)
Jeff Gimbel (yet to be awarded – should be in September)

STAFF RECOGNITION AWARD PROCESS

An email was sent on February 12, 2014 seeking nominations. Laura Dallman updated the online form and PDF form on the Staff Senate website prior to the email going out. It would also be a good idea to check with Jill Spacek in HR prior to sending the email to know how many individual awards will be available as it is based on total employees at NDSU. Additionally, she can confirm how many awards are available per broadband (which is also based on total employees within a band). A reminder email was send on March 5, 2014 to let staff and faculty know that the deadline was approaching, which was

Friday, March 14. Once all nominations are received, the chair should contact Jill Spacek in HR by email with all nominations received. She will then confirm the band number for each person and let you know if anyone isn't eligible.

This year was the first year that all personal information was redacted from all nominations received. The chair, Alicia Kauffman, redacted all information and did not take part in the voting at all. Redacting the information was very time consuming. A number was assigned to each application. One staff recognition committee member was nominated for an individual award and one as part of a team award. Those committee members did not take part in the voting for the band that the individual was nominated for and for the team award respectively. They received the nominations that were by band and assigned a number. The committee members were sent a scoring rubric to assist them in ranking the nomination (see Appendix C).

STAFF RECOGNITION AWARD WINNERS

3000

Daniel Erichsen

Ben Bernard

4000

Mary Jean Hunter

5000

Kris Holt

Michele Sherman

Laura Thibert

7000

Zhongying (Amy) Du

Cheryl Long

Team

Agribusiness and Applied Economics Team

Recommended timeline

December – schedule an appointment with Jill Spacek to ask about staff recognition event as HR/Payroll puts on the event and schedules the date/time. This past year was a dessert social whereas in years past it was a luncheon. Please be sure to clarify the issue of a photographer 1) if there will be one and 2) who will secure the photographer

January – schedule a committee meeting to discuss timeline and develop scoring rubric

February – early in the month, the application should be updated online and in PDF version. – Set deadline 6 weeks prior to scheduled staff recognition event to allow for enough time to redact, have committee review and all the back and forth with HR

March – application deadline – late March, each committee member should send their completed scoring sheets to chair, meeting should be set-up soon thereafter to discuss any who may be tied for any award to make final decisions and letters created and certificates prepared be signed by Staff Senate President and President Bresciani. Letters are prepared for all nominees and winners.

April – staff recognition event mid-April

Comments

Overall, I think the idea of redacting the information was good, but it was quite time consuming. I heard that Adobe Professional or some similar software would be useful to do the redacting on the computer rather than printing each nomination out and using permanent marker to redact. For many years, few to no nominations are made for employees in the 6000 band. The committee suggested that paper applications actually be considered to be sent via campus mail as many employees in the 6000 band are not typically at a computer or have easy access to the forms. The committee also discussed perhaps editing the section where it asks for "Community/off-campus involvement" as many of the nominations didn't list these contributions and it seems a little skewed. It shouldn't hinder a nominee's chances at winning simply because the nominator isn't aware of those outside of work commitments. That involvement could be included in other sections if applicable.

At the initial meeting, the scoring rubric should be decided on by the committee. Having that all set-up early on will make it easy and more clear when the time comes to evaluate the applications. I think all committee members should send their completed score sheets to the chair and he/she can total everyone's points and determine those who are rated at the top. Then, if there are any that are close or don't match other committee members' choices, those can be discussed at a committee meeting. **For example, if apps #4 and #5 both rank the same points-wise, and they would be vying for the last of three awards in the 5000 band, the committee would look at both applications and discuss to reach a decision on whether app #4 or app #5 should be the final winner of an award.**

There are also examples of mail merge documents and other information on the flash drive that the staff recognition chair should retain each year.

APPENDIX A

Hi Thomas,

You have both been selected to receive a Campus Kudos through NDSU Staff Senate for your outstanding work. We would like to present you with your award at our Staff Senate meeting on May 7, 2014 at 9:30 am in the Plains Room of the Memorial Union.

We are also asking for your supervisors, Steve Sobiech and Nate Gonser, and the person who nominated you, Joan Krush, to attend the meeting so we may photograph all of you together following the award presentation.

We will invite you, your supervisor and your nominator to the podium as we read the nomination and we will then present you with the award. Following the presentation we will meet you outside the meeting room where Anna Sheppard will take your photo with your supervisor and nominator.

Please let me know if you will be able to attend. Again congratulations and I look forward to seeing you on May 7th!

APPENDIX B

The Staff Senate, in partnership with the Office of Human Resources/Payroll, invites students, faculty and staff to submit nominations for the 2014 Staff Recognition Awards. The awards acknowledge outstanding achievement on the job, exceptional contributions toward the effectiveness and efficiency of operations, or outstanding service to other employees, students or visitors. They also honor distinguished efforts in staff development.

Nominations of broadbanded staff members in two categories, Individual Awards and a Team/Committee Award, are being accepted until 5 p.m. on Friday, March 14.

Up to 10 Individual Awards will be given based on broadbanded percentages at NDSU. A single Team/Committee Award also will be given to a team of two to 10 members. Individual Award winners will receive \$250 cash awards. The Team/Committee Award winner will receive a \$600 cash award (maximum of \$250 per individual team member). Winners will be announced and recognized at the Staff Recognition Luncheon on April 17, 2014. Nominations also will be considered for ND Governor's Awards.

Nomination forms and guidelines are available at www.ndsu.edu/staff_senate/staff_recognition_award. Please be sure to be thorough and provide examples of how employees have gone above the call of duty in service to NDSU. Forms can be completed and submitted online. To obtain a paper nomination form, contact Alicia Kauffman, staff senator of the Staff Recognition Committee, at Alicia.Kauffman@ndsu.edu or 1-8046.

Appendix C

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(1)

Kauffman, Alicia

From: CMS Notification <noreply@cms1.ndsu.nodak.edu>
Sent: Thursday, March 13, 2014 2:35 PM
To: Kauffman, Alicia
Subject: Individual Staff Recognition Award

NAME: [REDACTED]
JOB_TITLE: [REDACTED]
DEPARTMENT: [REDACTED]
PHONE_NUMBER: [REDACTED]
ADDRESS: [REDACTED]
SUPERVISORS_NAME: [REDACTED]
SUPERVISORS_PHONE: [REDACTED]

JOB_PERFORMANCE: [REDACTED] identifies and integrates new technologies into the student workflow within the ALA dept, then looks for opportunities to collaborate with others to obtain an additional return on investment. [REDACTED] has played a key role in several search committees, dept outreach, grant writing, and production work required for a Landscape Architecture visit this fall.

VALUABLE_CONTRIBUTION: [REDACTED] has served on two ALA dept search committees and one AHSS college search committee this past year. [REDACTED] wrote a TFAC grant spring semester 2013 that doubled the capacity of the dept render farm, a service that assist students with creating high quality presentation graphics. Working with ITS Classroom Tech, [REDACTED] wrote a proposal that funded an Instrumented classroom and SmartBoard installation for Klal Hall and two 3D printers from AHSS prior to the end of the 2013-14 fiscal year. [REDACTED] obtained surplus networking equipment from CCAST this fall that saved the dept over \$1k.

PUBLIC_RELATIONSHIPS: [REDACTED] helped the Visual Arts Mechanical Engineering depts to acquire their own 3D printers. [REDACTED] was invited by the Fargo Public Library to demonstrate 3D printing to the public twice this summer. [REDACTED] invited faculty & staff across campus to the new ALA dept 3D printing lab, including EduTech, NDSU Extension, and the NDSU Library. This outreach led to several collaborations that has resulted in successful grant writing collaborations with the NDSU Library to fund a campus 3D printing lab and with Dr. Chad Ulven in the ME dept to recycle, research, and create new 3D printing filaments. The various 3D printing demonstrations and successful grant funding as resulted in regional press coverage for the ALA dept and NDSU.

WORKING_RELATIONSHIPS: [REDACTED] had a computer that his department was going to surplus, but he knew that the custodians needed a computer to get their checks and to check their e-mail accounts. [REDACTED] let us use this computer and set it up for us. Now we can more easily check our e-mails to keep in touch with the people in the building. this contributed to a more team oriented working environment. [REDACTED] is available to assist students and faculty even after hours. I know he is an answer to some of the students prayers.

COMMUNITY_CONTRIBUTION: By assisting NDSU library staff with a successful NDSU Impact grant, a 3D printing lab available to the NDSU community promises to empower faculty teaching and research, allow students to quickly create and design, and will give the campus an exciting new resource to attract prospective students.

NOM_NAME: [REDACTED]
NOM_E-MAIL: [REDACTED]
NOM_PHONE: [REDACTED]
NOM_ADDRESS: [REDACTED]

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Kauffman, Alicia

From: CMS Notification <noreply@cms1.ndsu.nodak.edu>
Sent: Friday, March 14, 2014 7:29 AM
To: Kauffman, Alicia
Subject: Individual Staff Recognition Award

NAME: [REDACTED]
JOB_TITLE: [REDACTED]
DEPARTMENT: [REDACTED]
PHONE_NUMBER: [REDACTED]
ADDRESS: [REDACTED]
SUPERVISORS_NAME: [REDACTED]
SUPERVISORS_PHONE: [REDACTED]

JOB_PERFORMANCE: Due to the diverse nature of the work that is conducted both in our division and in the university, the expectations from [REDACTED] are similarly diverse, and they call for great flexibility, the ability to balance several projects in simultaneous process, and being knowledgeable about a variety of technologies and tools. These [REDACTED] does admirably and dependably - and quite often while having to take into account differences in time zones, given the global nature of some of the projects. One example is the 2013 IT Expo, for which he coordinated the majority of the technical support and consultation, with staff and faculty our division and university and colleagues from Aristotle University in Thessaloniki, Greece for one of the presentations. [REDACTED] went above and beyond the call of duty by coordinating communications, connectivity, and electronic delivery of content, often initiating contact and recommending processes and procedures. The success of the presentation and the overall event owes a lot to [REDACTED] efforts.

VALUABLE_CONTRIBUTION: [REDACTED] has assisted us with several international video conference events and other special projects. He is incredibly helpful: first of all, he is an expert in the field, and - most importantly - he is able to translate information and instruction in "real people's" terms. He can be depended upon to provide recommendations on the technical tools most useful and appropriate to the purpose at hand. He is very thorough in his arrangements and preparations, and he takes the initiative in ensuring everyone else also makes the necessary preparations. He follows through and follows up on even the smallest details - nothing slips his attention!

[REDACTED] has a very approachable and courteous demeanor - he is knowledgeable, yet relatable. He has great patience and a comforting "can do" attitude; regardless of the complexity of the situation or the time restraints, he finds a way to make the necessary tasks happen. When something is placed in [REDACTED] hands, it is a given that it will get done, and that it will get done well, on time, and with a smile. Another strength of [REDACTED] is his ability to interact with customers and colleagues on a global level; he recognizes the importance of acclimating communications methods and work functions to various cultures; this is a huge strength, given the increasingly diverse populations with whom we work, and he represents our division and university well. As a representative of NDSU within the larger ND University System community, [REDACTED] has established himself as a credible "go-to" person when it comes to both knowledge and reliability in providing support for a wide spectrum of distance learning responsibilities. Three recent initiatives are requiring [REDACTED] oversight in order to ensure all details are covered so the focus of the activities is on the content and not on the technology:

- PUBLIC_RELATIONSHIPS:**
- Desktop videoconference support is provided to NDSU's SEM Lab to enable a professional development session for K12 teachers can be delivered remotely. [REDACTED] provided support over and above his typical work responsibilities by setting up, testing and serving as technical support to the SEM Lab staff while they connected by desktop videoconference from their lab here at NDSU to K12 teachers participating at the ND Science Teacher's Association conference recently held at VCSU. As this project continues, [REDACTED] will continue to support more professional development sessions for K12 teachers in both North Dakota and South Dakota.
 - Conference presentation by NDSU faculty at 2014 Internet2 Spring Summit to include live videoconference connections to India, Egypt and locations in the U.S. [REDACTED] is working with our faculty member and his remote guest speakers, along with the Internet2 staff to coordinate videoconference connections across several regional and global research and education networks, testing and the live presentation scheduled for April 10, 2014 from the Denver, CO conference location.
 - Training on new state-wide desktop videoconferencing application for faculty and staff and ND Tribal College campuses. [REDACTED] will develop and deliver a 30 minute virtual training session for faculty and staff from ND's five Tribal Colleges on how to access and utilize the state-wide license available for STAGEnet partners. [REDACTED] has collaborated with staff at NDUS Advanced Learning Technologies (ALT) to learn about and deliver training on this new application in order to share its potential with our campus communities.

WORKING_RELATIONSHIPS: [REDACTED] is an excellent listener - he makes sure he understands what the need is. This is not a communication skill that comes by easily, and it is always much appreciated. He responds in a timely fashion and as promised. [REDACTED] work in supporting the campus community is consistently thorough and timely.

COMMUNITY_CONTRIBUTION: [REDACTED] represents NDSU's staff as a member of the university's Staff Senate, and serves on Its Scholarship Committee and the North Dakota University System Staff Senate.

NOM_NAME: [REDACTED]

NOM_E-MAIL: [REDACTED]

NOM_PHONE: [REDACTED]

NOM_ADDRESS: [REDACTED]

Appendix D

SCORING RUBRIC	<i>10 points</i>	<i>10 points</i>	<i>10 points</i>	<i>10 points</i>	<i>10 points</i>	TOTAL POINTS
	Job Performance	Valuable Contributions	Public Relationships	Working Relationships	Community Contribution	
Nomination #1						
Nomination #2						
Nomination #3						
Nomination #4						
Nomination #5						
Nomination #6						
Nomination #7						
Nomination #8						
Nomination #9						