

2015-2016 Staff Recognition Committee Year-End Report

May 17, 2016

The Staff Recognition Committee consisted of the following members:

Anna Sheppard, Loretta Askew, Scarlet Gray Bernard, Naomi Kosen, Dereck Ostdahl, Elizabeth Worth,
Joe Johnson (resigned during the year)

Campus Kudos Award Process

To accept the nomination for an award, we had to have four members approve the request. The nominations were sent directly to my NDSU email account; I would then forward onto the committee for their approval.

Once approved, each member did their part. I created the certificates. Loretta took the pictures and invited the winner, nominator and supervisor to the meeting. Scarlet secured the \$5 coffee cart gift cards and the \$10 bookstore certificate for each winner.

At the Staff Senate meetings, the nominee, nominator and supervisor were invited up front for the presenting of the award. Elizabeth and/or Anna read the nomination and presented the items. The photo, along with the names, were emailed to the Staff Senate Secretary.

This year, we had nominations for teams. The committee suggested we amend the kudos process to state that this award is only for individual nominations. The committee asked for more defined guidelines for this process. Once this change has been approved, it is suggested to share this information on the Staff Senate website.

The committee selected the following staff members for **Campus Kudos Awards**:

Name	Supervisor	Nominator	Text	Date Awarded
Melissa Lamp	Provost Ingram	Angela Bachman	Nominated in April – I do not have text.	June 10, 2015
Daniel Erichsen	Melissa Stotz	Lori Askew	Our office has a number of Polycom systems and Daniel has always comes over with a smile on his face and helps us out of any jams. Just now I had a room full of Department Chairs, Associates Deans, and the College Dean and the	June 10, 2015

Name	Supervisor	Nominator	Text	Date Awarded
			<p>Polycom did not work. I called Daniel in a bit of a panic. Daniel ran from the Quentin Burdick building over to Sudro to help us out. He literally ran! This is the kind of wonderful service he always provides us, so the Nursing Department nominates Daniel Erichsen for a Campus Kudo today.</p>	
<p>Robin Hellman</p>	<p>Alissa Kuntz</p>	<p>Jeremy Kopp</p>	<p>Robin is the Administrative Support Specialist for the Libraries. She consistently goes above and beyond to provide excellent customer service. She's always in a great mood and smiling, and no matter how much she has to do that day or that moment, she always makes time to stop and hear your requests. No one answers and email faster than her and I know that I can rely on Robin to have or find the answer to almost any question I can throw her way. Just today, I asked her to put in 4 work orders and order an item for my unit, she accomplished them all in light speed... and it's a Monday!</p>	<p>September 2, 2015</p>
<p>Jayme Pfeifer</p>	<p>Vance Gerchak</p>	<p>Kim Anvinson</p>	<p>Over the past several months Jayme has assisted us with the implementation of our mobile point-of-sale operation. Part of this operation required a MiFi device which falls under Jayme's umbrella. Jayme worked with our team via several emails and phone calls and worked with our vendor partner to make sure he got us the right device. Jayme made sure all specifications were met and walked us through several points of confusion. We truly appreciate his help and guidance during this process! Thanks Jayme!</p>	<p>October 7, 2015</p>
<p>Matt Chaussee</p>	<p>Bruce Bollinger</p>	<p>Carin Engler</p>	<p>Matt once again helped me with tracking Baseline Safety Training for all of our 110 RAs! This meant running a report multiple times in July and August to get updated lists. He is so gracious about it. He even sent me a list when he knew he was going to be out of town. I think I am done bugging Matt for awhile but I will need his help again next summer! Thanks Matt!</p>	<p>October7, 2015</p>
<p>Jesse Ostrander</p>	<p>Kasia Kinzer</p>	<p>Kasia Kinzer</p>	<p>I've been gone a lot from the lab over the past few months, and Jesse has kept it all together - making sure nothing is left to do when I get back. He puts in over time and works extra hard to make sure</p>	<p>October7, 2015</p>

Name	Supervisor	Nominator	Text	Date Awarded
			<p>everything gets done so I don't have to worry about it when I get back. This is remarkable, because the lab really needs TWO diagnosticians during the busy summer months, but when I'm gone, and there is only one idagnostician, he does the work of TWO. He is a great diagnostician, too!</p>	
<p>College of Engineering Tech Support: Bruce Horton Steven Gruver Joshua Abrams Walker Brandt Michael Schmitt Aric MacDonald</p>	<p>Gary Smith Alan Kallmeyer</p>	<p>Jan Lofberg</p>	<p>CoE Tech Support has consistently raised the bar for customer service. They have gone above and beyond their duties. Recently, they have had to deal with moving computers multiple times due to renovations in the Architecture and Ehly buildings. They have had to move into storage, move out of storage, set temporary computer labs, requested IP Addresses, networking all in a very short time frame. They have also had to deal with power outages during the time frame of new electrical work being completed in the CIE building. I had to work from another area with no access to the domain and every time I asked for a file they were most obliging in getting me the information that I needed in a very short time. I can't thank them enough for the hard work and dedication to customer service.</p>	<p>November 4, 2015</p>
<p>Brigit Sprenger</p>	<p>Bonnie Litton</p>	<p>Jeff Jacobs</p>	<p>We were hugely blessed to be able to meet with Brigit Springer and the substance of information and helpful ... meaningful guidance that we received during the meeting was extraordinary~(profound impact for both Joe and me!)</p> <p>Through Brigit's expertise, concise guidance and specific information that Joe needed to know about his financial aid status (pertaining to his education status and future goals and plans), Joe was able to move forward with choices, actions and decisions. With that said, I would recommend Brigit for a "Campus Kudos".</p>	<p>December</p>
<p>Jane Hagen</p>	<p>Carla Gross</p>	<p>Lori Askew</p>	<p>In December of each year, the School of Nursing has a pinning event for the graduating nursing students. It is held the Friday of finals week. I was in charge of the ceremony this past December. On Tuesday of that week, I received a call telling me to come home as my brother was in the hospital - where he died two days later.</p>	<p>February 3, 2016</p>

Name	Supervisor	Nominator	Text	Date Awarded
			<p>There were many details that still needed attending to with the pinning ceremony. My co-worker, Jane, hugged me and assured me that she would handle those details. It was a relief for me to take off for Minot knowing that the pinning ceremony would be in very capable hands. All of us in the School of Nursing are very fortunate to have Jane in our office and she really stepped up to the plate and helped me with everything during this very difficult time for me. She is well deserving of this award. Thank you.</p>	
<p>Miranda Simon</p>	<p>Mary Marto</p>	<p>Rosie Wagner</p>	<p>Miranda is an outstanding student employee. She brings a smile to every ones face when she comes to work. She is involved in a lot of different campus events. Miranda carries a heavy load and has a smile always along with a great wit about her. She is a civil engineering student. Besides her heavy school load she, is very busy with a heavy work load and she is very appreciative. I love that she has strong family value also. Her grand father calls her every weekend. Miranda has been a great asset to WDC Dining staff, she has taken foreign student's to her home for holidays. All of the students working in the dining at WDC and some employees from the R like working with Miranda. She deserves this award for bringing smiles to all employees, when she enters work. She is a dedicated student, who has a lot of potential she will go far in life because of her great out look on life and great attitude.</p>	<p>March 9, 2016</p>
<p>Mike Dirk</p>	<p>Brian Windingland</p>	<p>Kim Anvinson</p>	<p>We owe Mike a bit note of thanks! Mike is always there to assist and give advice during our projects. He went above and beyond recently when he helped us locate a temporary storage site for one of our off-site sales units. We had to move this HUGE unit from the FargoDome and were unable to find a place to store it until Mike helped us. Mike worked with an academic department that controls the space and got us the permission we needed. He didn't need to do this but</p>	<p>March 9, 2016</p>

Name	Supervisor	Nominator	Text	Date Awarded
			we really appreciate his ability and willingness to assist us.	
Anna Johnson	Mary Marto	Rosie Wagner	<p>Anna is a student manager at the West Dining Center. She was a student employee before excepting the student manager position. She is a valuable team player. Jumping out on the floor from the office to help if staff shortage.</p> <p>Everyone likes Anna, she comes to work with a smile on her face even when she is not feeling the greatest. This year she is a senior and will be graduating soon with a dietician degree.</p> <p>She will be greatly missed, at the WDC Dining Center. The students and full time staff, all love her disposition, great to work with. She is fun, witty and always on the go. Anna has a very busy schedule, on the run all the time. Takes that extra minute if asked a question.</p> <p>I wish her the best for her future she will go far in life because of her great attitude. I would like to nominate her for this award to show my appreciation for all she has done for Dining Services.</p>	April 6, 2016
Amber Rasche Tran Brunsberg Jeff Gimbel	CeCe Rohwedder CeCe Rohwedder Theresa Semmens	Theresa Semmens	<p>Amber, Tran, and Jeff are part of the ND Cyber Security Conference, an annual event that is held each year during spring break. The planning for this event takes a full year and involves many different components and facets. The planning, organizational, and networking skills of these three individuals is top notch. They pay attention to most minute of details, which helps to make this conference look effortless and easy. Without their expertise and assistance, this conference would not be of as high a caliber as it is. They each deserve kudos and accolades for the effort and the dedication they give of themselves. They are always cheerful, smiling and willing to go the extra mile.</p>	April 6, 2016

Staff Recognition Award Process

An email was sent over staff, faculty and student listservs on February 18, 2016, seeking nominations. Vince updated the online link nomination forms on the Staff Senate website prior to the email going out. We closed the nominations on March 4, 2016.

During this time, HR was contacted to see what steps needed to be followed and done. I talked with Elizabeth Thompson. She informed me to send her the names to get information we will need after we close it. Once the nominations were closed, I sent her the list to receive the nominee's telephone number, department, staff broadband number and supervisor's name. We should also request the supervisors email and the nominee's campus address. She would also let us know if anyone was not eligible for the award. In the past, we worked with Jill Spacek to gather this information.

The chair redacted all of the names on the nominations received. This was a very time consuming task. A number was assigned to each applicant. To make it easier, each person was given a number that matched their banding information. This made it easier for everyone to rank people in the right category. Also, the chair had to create PDF's so you couldn't remove the redacting block. This was also time consuming. The committee member were sent a scoring rubric to assist them in ranking the nomination. My suggestion, on the nomination form state that no identifiers e.g. names should be written into the nomination. This should eliminate the time consuming task of removing individual names from the nomination.

Also note, you need time to gather signature for the award certificates. You will need the staff president and the campus president. I worked with Gennifer Sprecher and LaDonna DeGeldere.

Staff Recognition Award Winners

3000

Ruthie G.-T.

Shannon Eck

Callie Dominique Speer

4000

Tracey Dahl

Sara Ogundolani

5000

Carin Engler

Jean Hagen

6000

Jim Stalboerger

7000

Sharon Kaup

Dorothy Wilson

Team: STEPS to Success

Betsey Carter

Linda Fricker

Mark Hanson

Samantha Johnson

Janine Kuntz

Budget Request

Campus Kudos \$100

Campus Kudos Awards....looking at purchasing nice green holders like the ones we are using that are being donated by TRIO.