

## AACDC Subcommittee on Recognition and Appreciation November 2015

### Recommendations – Implementation Status: (last updated March 2016)

Recommendation	Decision by Leadership	Implementation Status	Completion Date
1. AACDC could host a division supervisor gathering (similar to the one held in Summer 2014) that 1) provides the results of this subcommittee's findings, 2) invites opportunities for supervisors to provide input on any recommendations that need supervisor input, and provides training and testing on the 5 Languages of Appreciation for all division supervisors.	AACDC is approved to proceed with a Supervisor Gathering annually. It is up to AACDC to determine the content of this. A budget for the program has been provided.	Bledsoe and Roueche-Herdman agreed to head up the Supervisor meeting for 2016; Droleskey will assist	<b>July 2016</b>
2. Provide opportunities for seed funding to supervisors who are interested in having their staff members tested on the 5 Languages of Appreciation	Not specifically endorsed by leadership. However, continued funding for AACDC mini-grants was approved, and can be used for this purpose if offices wish to apply for it.	<ul style="list-style-type: none"> <li>• If AACDC decides to include this in the supervisor meeting in 2015, supervisors may be told that mini-grants can be applied for to do this.</li> </ul>	<b>July 2016</b>
3. AACDC should provide information to Division of Academic Affairs supervisors about the number of awards available to staff in the Division and its findings about the number of past awardees. The goal should be to ensure awareness of opportunities to nominate division staff for a broad range of recognition programs.	AACDC is approved to proceed with a Supervisor Gathering annually. It is up to AACDC to determine the content of this. A budget for the program has been provided.	<ul style="list-style-type: none"> <li>• This was a topic at the supervisor meeting in 2016; also a round table was held related to how to do this</li> <li>• A new chart was created with listings and dates and is posted on the AABS website</li> </ul>	<b>October 2016</b>
4. Student employees within the Division of Academic Affairs are important team members and should have opportunities within the division for formal recognition of their work contributions.	Leadership agrees, but because no specific recommendation came forward will leave this in hands of supervisors unless AACDC makes a specific recommendation in future.		
5. Those responsible for managing the Tradition of Excellence program should maintain summary demographic information about nominees to include	Approved	January 12, 2016 – Brandy Kosh confirmed that AACDC will maintain these data.	<b>January 2016</b>

<p>key diversity characteristics (gender, age, ethnicity, etc.) as well as name, title, office, and years of service to the institution. This will be important for program managers to monitor potential equity issues and facilitate awareness about where there may be future needs related to this program.</p>			
<p>6. Establish a set month (for example, April or May) to hold the Tradition of Excellence presentation ceremony. This will help establish anticipation for award nominations that will occur in or about the February timeframe. This will also avoid gaps in awardee announcements and actual presentation date; such gaps make overall planning for families and friends as well as logistics for the ceremony difficult.</p>	<p>Approved</p>	<p>Leadership asked AABS in November 2015 to schedule a regular timeframe being after commencement in May and before the start of the summer semester.</p>	<p><b>November 2015</b></p>
<p>7. Create two categories and four specific Tradition of Excellence Awards: In order to ensure an equitable distribution of awards throughout Academic Affairs, a ratio of 1:5:1 (Director Series: Professional Staff: Support Staff) is based on the anticipated number of employees in those three categories assigned to the Division of Academic Affairs on September 1, 2015. The anticipated numbers, in order, are roughly 100:500:100. A selection of 2 Director Series employee, 10 Professional Staff employees and 2 Support Staff employee will approximate recognition of 2% of our employees in each category, and preclude clumping of the awardees at the highest staff title levels. This is an equitable distribution across the categories, aligns better with similar awards by other on campus divisions, and positions the division to address expectations for increased award opportunities by our growing millennial workforce. In addition, continue to pay the withholding amount so that employees receive the entire award amount.</p>	<p>Approved with changes:</p> <ul style="list-style-type: none"> <li>• The Provost has approved 14 total individual awards and 1 team award.</li> <li>• The 14 individual awards will be \$600 each <u>after taxes</u>. The amount of the taxes that are being paid on that (employer and employee) pull the amount being budgeted for each award up to a little over \$800.</li> <li>• The 14 individual awards will be broken down into 10 Director/Professional level awards, 2 Support Staff, and 2 Specific Excellence Awards – Tradition of Excellence in Leadership and Traditional of Excellence in Climate (or Diversity or Inclusion).</li> </ul>	<ul style="list-style-type: none"> <li>• December 2015 -- Mark Dawson chaired a subcommittee that recommended create new award criteria in January 2016</li> <li>• AABS has been informed about the new award amounts and number of awards. (AABS has responsibility for logistics of this award ceremony and selection process)</li> <li>• New recommendations approved March 2016</li> </ul>	<p><b>March 2016</b></p>

<p><u>Individual Awards:</u></p> <ul style="list-style-type: none"> <li>• Director Series job title (any title with Director in it, e.g., Director, Associate Director, Assistant Director, et al) – two awards of \$800 + framed certificate</li> <li>• Monthly/Professional/Exempt/Non-classified (titles other than “director”) – ten awards of \$800 each + framed certificates Hourly/Support Staff/Non-Exempt/Classified – two awards of \$800 + framed certificate</li> </ul> <p><u>Team (Team of the Year) – one team award</u></p> <p>Each team member receives a plaque and team awardees split \$6,000 (maximum award of \$400 each) This team may either be an organization team or a project team comprised of employees from more than one organization</p>	<ul style="list-style-type: none"> <li>• The team award will consist of \$25-50 gift cards to each team member, capped at \$600 total with a small event for the team (lunch, ice cream social, etc.).</li> <li>• AACDC should create criteria for two new awards (leadership and diversity) and submit those by January 15, 2016</li> </ul>		
<p>8. Given the importance of 1) including remote staff in recognition activities, 2) encouraging access to employees on campus who cannot be physically present, and 3) ensuring that family members unable to travel to the Tradition of Excellence Award program can participate virtually, video streaming should be continued for this program. Organizers should also ensure that a taped version be added to the website after the program has concluded.</p>	<p>Approved</p>	<p>January 12, 2016 – Brandy Kosh confirmed that AACDC will implement this for the program in 2016.</p>	<p><b>January 2016</b></p>
<p>9. Budget sufficient funding to facilitate the additional and increased awards being recommended for the Tradition of Excellence award program as well as future video streaming.</p>	<p>Approved – additional funding has already been budgeted.</p>	<p>January 12, 2016 – Brandy Kosh confirmed that AACDC will implement this for the program in 2016.</p>	<p><b>January 2016</b></p>
<p>10. If the changes above are accepted, a committee of past awardees should re-examine the criteria for the Tradition of Excellence award program and recommend revisions that ensure the criteria are appropriate for each new award category.</p>	<p>Approved</p>	<ul style="list-style-type: none"> <li>• December 2015 -- Mark Dawson chaired a subcommittee that recommended create new</li> </ul>	<p><b>March 2016</b></p>

		award criteria in January 2016	
		<ul style="list-style-type: none"> <li>New recommendations approved March 2016</li> </ul>	
11. Travel to and from College Station for staff at remote sites who receive awards should be considered University business travel for an awardee.	Approved	January 12, 2016 – Brandy Kosh confirmed that AACDC will implement this for the program in 2016.	<b>January 2016</b>
12. Tradition of Excellence Award organizers should track the number of remote site employees nominated and awarded as part of their data tracking process.	Approved	January 12, 2016 – Brandy Kosh confirmed that AACDC will implement this for the program in 2016.	<b>January 2016</b>
13. Share departmental recognition and appreciation information broadly with supervisors in the Division so they can see what their peers are doing to facilitate these activities.	AACDC is approved to proceed with a Supervisor Gathering annually. It is up to AACDC to determine the content of this. A budget for the program has been provided.	This was discussed at the supervisor meeting in 2016 and posted as a resource on the AABS website.	<b>July 2016</b>
<b>Summary Observations</b>	Because the subcommittee’s charge was related to recognition and appreciation activities impacting division staff, the award programs reviewed ultimately extended beyond that managed by the Division of Academic Affairs, exploring other university award programs for which Academic Affairs staff are eligible and how those programs compare to state and Vision 2020 comparators. Some findings about these programs are compelling and could have broader climate impacts on campus. Because the Division of Academic Affairs is a service unit for the colleges and departments, the decision was made to include these findings so they may be shared with division leadership for potential broader discussion. Because non-Division of Academic Affairs activities fall outside AACDC’s scope of authority, “Summary Observations” are made instead of “Recommendations” in these cases.		
<b>Observation</b>		<b>Action Taken</b>	
1. Anniversary dates at which Years of Service Awards are made may need to be re-examined so they align better with Texas public institutions and Vision 2020 peers as well as meet national standards related to generational research and average turnover times. (A detailed sample of what may be possible is provided in Appendix J)		<ul style="list-style-type: none"> <li>Included in the final report so that Provost’s leadership team would be aware of this</li> <li>Information shared with University Staff Council in January 2016</li> </ul>	

	<ul style="list-style-type: none"> <li>• Information shared with Leadership of Human Resources in February 2016 at request of Provost's Office.</li> <li>• AACDC presented a Poster on this subject at the Campus Climate Conference March 2016</li> </ul>
2. Consider creating a University Recognition for Years of Service website with staff member names listed for each anniversary date.	<ul style="list-style-type: none"> <li>• Included in the final report so that Provost's leadership team would be aware of this</li> <li>• Information shared with University Staff Council in January 2016</li> <li>• Information shared with Leadership of Human Resources in February 2016 at request of Provost's Office.</li> </ul>
3. For historic documentation as well as to ensure appropriate recognition on par with other awardees, award programs that provide team awards should consider listing names of team members in all venues where names of individual winners are listed.	<ul style="list-style-type: none"> <li>• Included in the final report so that Provost's leadership team would be aware of this</li> <li>• Information shared with University Staff Council in January 2016</li> <li>• Information shared with Leadership of Human Resources in February 2016 at request of Provost's Office.</li> <li>• Information shared with AABS who facilitate Tradition of Excellence Awards so the Academic Affairs awards can be handled this way</li> </ul>
4. University level award websites would provide a higher standard of recognition if they list name, title, and office of employment for all award winners as part of the recognition process. It may also help to flag potential equity issues across awardees.	<ul style="list-style-type: none"> <li>• Included in the final report so that Provost's leadership team would be aware of this</li> <li>• Information shared with University Staff Council in January 2016</li> <li>• Information shared with Leadership of Human Resources in February 2016 at request of Provost's Office.</li> <li>• Information shared with AABS who facilitate Tradition of Excellence Awards so the Academic Affairs awards can be handled this way</li> </ul>
5. It would be useful to have a webpage on the university's Human Resources website that lists all of the awards for which faculty and staff are eligible.	<ul style="list-style-type: none"> <li>• Included in the final report so that Provost's leadership team would be aware of this</li> </ul>

<ul style="list-style-type: none"> <li>a. Link to established sites for existing award programs (e.g. Tradition of Excellence, Distinguished Achievement, President’s Meritorious Service, etc.)</li> <li>b. Create entries for awards that do not have a web presence. Name the award and the Office of Responsibility. Work with Offices of Responsibility to post information about the awards online.</li> <li>c. Encourage award coordinators to keep their sites and its links up to date.</li> <li>d. Include a “news” section that aggregates news stories for awards presented over a finite period (e.g. 6 months or a year).</li> </ul>	<ul style="list-style-type: none"> <li>• Information shared with University Staff Council in January 2016</li> <li>• Information shared with Leadership of Human Resources in February 2016 at request of Provost’s Office.</li> </ul>
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O:GPS-Academic Affairs Climate and Diversity Committee:Subcommittees:Recognition and Appreciation:Recommendation Completion Status