To: University of Baltimore Staff Senate

Re: BOR and UB Staff Awards recommendations

Dec. 4, 2014

The ad hoc Staff Recognition Committee, under the charge of the UB Staff Senate, makes the following recommendations for enhancing the marketing, processes, or structure of the BOR and UB Staff Awards.

**Purpose of Recommendations**

* Redefine purpose of UB Staff Awards and recognition
* Create a stronger culture of employee appreciation at UB
* Increase awareness and importance of awards at UB among all staff
* Communicate clearly to award winners and UB community the reason someone has won an award
* Clarify to staff the distinction between BOR and UB Staff Awards
* Increase marketing efforts and communication about awards
* Make UB Staff Awards more personal, motivational, and fun
* Request a resolution from the UBSS on these matters at its discretion

**Board of Regents**

* Communication from the UBSS to President Schmoke regarding the importance of encouraging upper management to
  + Recommend employees for a BOR award
  + Encourage their employees to submit nominations for a BOR award
  + Consider making a mandatory a requirement for deans and vice presidents to nominate at least one person each year
* For the UBSS
  + Increase email communication to all staff to encourage nominations
  + Encourage UB Staff Senators to communicate with their constituents about the BOR awards
  + Announce award nominations and winners (with bios and descriptions of work done to earn the award) on website

**UB Staff Awards**

* Implement the above recommendations for UB Staff Awards as well
* Implement the following enhancements
  + Create new categories of awards to make them distinct from BOR award categories
    - Extra Mile Award
    - Leadership Award
    - All Star Award
    - Team Award
  + Offer prizes such as the following
    - Cash
    - Lunch with the President
    - Orioles Game (for teams or all winners in a category)
    - Special Parking Space
    - Framed certificates
    - Gift cards (Local businesses, gas cards)
    - Lottery tickets
    - A “bank” of funds/resources that can be drawn upon for professional development (teams)
* Announce award winners and present awards at Employee Service Recognition Ceremony or similar event (in collaboration with HR)
* Ask President Schmoke to announce award winners (with recipient’s name, title, and department) at Convocation
* Use the UBSS Facebook page to publicize awards and recipients

SRC next steps

* Ask that Michelle Junot (ALC) be voted to the committee
* Ask for one more committee member
* Draft a communication to President Schmoke on behalf of the SRC and UBSS
* Define award categories and criteria
* Decide prizes in light of budget
* Develop process for nomination submission and awards processes