

Leadership Task Force: Recognizing Employee Contributions Subcommittee

Executive Summary

I. The Charge:

Ensure that every employee feels valued for his/her contribution both through formal and informal recognition vehicles. Fully implement and raise awareness of the recently established employee recognition program.

II. Approach to Task:

- A. Evaluated the effectiveness of the Panther First program through an assessment survey.
- B. Implemented minor, no-cost changes that will enhance the program.
- C. Proposed changes that will further increase the awareness and effectiveness of the program.
- D. Discussed the Years of Service program as well as other informal recognition efforts.
- E. Identified program gaps based on comments made during the Campus Conversations of 2005 and 2006
- F. With subcommittee consensus, made some additional recommendations.

III. Findings & Recommendations:

- A. The assessment survey conducted for the Panther First program provided clear direction on where minor changes could be made to improve the effectiveness of this program. Many positive comments were made with regard to this program via the Campus Conversation. Funding for Panther First supplies came from the Administration and Finance special projects account.
- B. Recommendations
 - 1. Continue the Panther First award program.
 - 2. With the extension of the program to the entire campus and the need to replenish and reformat supplies, we recommend \$500 annually to be budgeted for this program.
 - 3. Conduct the same type of assessment survey on the Years of Service program in Fiscal Year 2007, and on alternate years from there on, as the Panther First assessment.
 - 4. A committee composed of the Years of Service division coordinators or their designees could evaluate the assessments and make recommendations to the Cabinet if major changes or funding requests are needed.

5. Further development of the existing recognition Web page accessible through a link from each division's Web page, including:
 - a. A resource link for supervisors and managers listing books and/or articles pertaining to employee recognition and a list of low cost/no cost ways to recognize employees.
 - b. This page could be developed by the Training & Development Coordinator in conjunction with the VPAF Technology Systems & Services students.
6. Market and deliver a two-hour training program on employee recognition to:
 - a. Raise awareness of existing formal recognition programs.
 - b. Communicate resources available for informal recognition opportunities.
 - c. Relay the importance and benefits realized from providing effective recognition of staff and their contributions.
 - d. Main elements of this program:
 - i. Volunteer facilitators from across campus would be trained on program delivery.
 - ii. Budget needed to administer this program once a month for one year would be approximately \$2,400.
 - iii. An alternative would be to administer the program once per quarter for two to three years or until interest has diminished, which would cost approximately \$800 per year.

Members of Leadership Subcommittee: Recognizing Employee Contributions

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