**Awards Committee Teleconference Meeting**

**Wednesday, October 19, 2011**

#### **10:00 am – 11:00 am**

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| **Committee Members Present:** |  |
| Chair: John Guilfoyle, Retiree, Mohawk |  |
| Susan Atkinson, Sheridan |  |
| Judy Spring, Durham | Resource: Diane Posterski (OCASA) |

#### **Meeting notes**

**Purpose of meeting:**

* to review the Awards Program (again) with the goal of making recommendations to the November Board meeting.

1. Welcome/ Review of the agenda. No changes were made to the agenda.
2. Awards Program Review document: Lots of discussion around the various awards, with the next steps/recommendations to the board as follows:
   1. Excellence Awards: No recommendation to board required, but following actions:
      1. Keep one application form for both awards, simply conferring the Doug Light in any year that a worthy recipient emerges.
      2. Continue to canvass college presidents, HR directors and college reps, starting in October. Receive all nominations and let the committee screen the nominations.
      3. Any administrator may be nominated, but as a condition of accepting the nomination, the administrator must be/become an OCASA member before the nomination moves forward.
      4. Post online former recipients online with a paragraph description.
      5. Set nomination deadline for March 31, with announcement by April 30.
   2. Volunteer Recognition Award: Recommend to the board that the criteria be relaxed to eliminate the exclusion of executive committee involvement.
   3. CMU-OCASA Research Award: Recommend to the Board that this be reviewed over the next year to consider the following:
      1. an OCASA sponsored research award, that includes any higher education institution, and is given only to a college administrator. Research would need to be done to ascertain an effective nomination process, and interest. This might include CMU as one institution that can nominate a research project.
      2. a review of the CMU award and the fact that it is conferred to anyone. There is interest in giving this only to administrators. This might be a moot point if the entire research award program is revamped.
   4. Student Bursary Awards:  
      Recommend to the board that four awards simply be drawn for the entire pool, not based on geographic region.
   5. Service Recognition Awards: The name on the actual award recently stated: Service Appreciate Certificate. This needs to be consistent. Ask the board for the best title.
   6. New awards:
      1. “emerging leader award” for someone in admin for 5 years or less (also the “rookie of the year” analogy)
      2. “Lifetime achievement/college administration achievement award” for someone who is approaching retirement, and has had a positive effect on the college environment and goals over their career. This would be open to anyone at any payband level.

**Next step**: consult with college reps by email asking for their suggestions for criteria and name of award, and if there is someone at their college who might fit that criteria.

1. Administration: next meeting

Wednesday, December 7 at 10:00 am

1. Meeting adjourned…sometime before 11:00 am.