Employee Recognition Design Team

Recommendations and Responses

The Design Team made their recommendations and over a four-month period, participating in meetings that refined the recommendations into the current recognition program that fits within the financial constraints of "gifting" for public institutions within New York State. With outstanding support from Sodexo Food Services, the Auxillary Services Corporation, and the MVCC Foundation, the current program has been established and remains sustainable into the future.

- **Semi-Annual Social Hour(s)** (Once per semester) This is an after-hours party for all employees to mingle, relax, enjoy the College. Retirees will be recognized and honored. Retirees should still be recognized more formally at a Board of Trustees Meeting (and informally at the SI luncheon). Award winners for each semester will be recognized at this event. (estimated \$2350)
 - **Action** Since 2008, **the Spring Celebration of Success** has been held at the end of the fall and spring semesters. Retirees are invited but not recognized at these events, given the separate retiree recognition that now occurs. The Wings of the Hawk award is announced at the December Celebration and the Wings and Aeries awards are announced at the Summer Institute luncheon.
- **"Pass it forward"** (Quarterly) This award recognizes an office that has demonstrated teamwork for the betterment of the college. This office concerns itself with not only its own demands and deadlines, but also the needs and deadlines of other departments. No office can win more than once per year. (estimated \$400)
 - **Action The Wings of the Hawk award** is given at the end of the fall and spring semesters to a department or team who demonstrates teamwork and outstanding service and support to other areas of the college. The Cabinet chose the first winner and from that point forward, the previous winner selects the next winner to pay it forward. Winners get to host a beautiful trophy (of a hawk sculpture); receive a team/department pizza party for all members; and have their names on a plaque in the Board room.
- **Community Service award** (Annual) This award recognizes an employee who not only performs their job well, but also donates time and skills to a local organization that works to meet the unique needs of the Mohawk Valley. No employee can win more than once per five years. (estimated \$150)
 - **Action The Aeries award** is given to the individual who best exemplifies a record of outstanding community service outside the college. A \$1,000 award is made from the MVCC Foundation to the non-profit of the winner's choice in their name.
- **Heart of the Hawk** (Semi-Annual) This recognizes faculty members who go above and beyond in reaching the heart of what we do in educating our students. These awards will be nominated by students. Must be full-time faculty. No employee can win more than once per two years. (estimated \$300)

- Action The Heart of the Hawk award is given quarterly to the winners during the academic year and announced at a College Senate meeting by the President. The three winners are then considered finalists for the "Heart of Hearts" award selected by the Board of Trustees (along with a \$1,000 award) and announced at the Summer Institute Luncheon.
- **Pride of the Hawk** (Semi-annual) This recognizes full-time non-teaching \$300 personnel who take pride in what they do at MVCC and go above and beyond \$5950 in making our students feel welcomed. These awards will be nominated by students and community members. No employee can win more than once per two years. One grand prize for which all award winners would be eligible (estimated \$1550)
 - Action The Pride of the Hawk award is given quarterly to the winners during the academic year and announced at a College Senate meeting by the President. The three winners are then considered finalists for the "Pride of the Pride" award selected by the Board of Trustees (along with a \$1,000 award) and announced at the Summer Institute Luncheon.
- Lunch with the President Each month, eight individuals who have birthdays in the month will be drawn from all employees who have birthdays that month. Each of those eight employees will receive a free lunch coupon and an opportunity to have lunch with the President at a time that is established by his office. Winners will not be eligible the following year. (estimated \$800)
 - Action Although "lunch with the President" was not part of the final program, discussions on this topic led to a rethinking of the Years of Service recognition efforts at the College. During the month of their anniversary date (10, 15, 20, 25, and every 5 year milestone thereafter), employees are visited by the President, respective Vice President, and supervisor, along with some of their colleagues and are personally presented with a framed certificate and a large cookie/balloon package and listen to others share a few words of appreciation for their efforts over the years.
- ***Retiree Recognition Although not part of the original recommendations, a retiree recognition component was discussed and added to the final recognition program. If an individual retires from MVCC with ten or more years of full-time service and is over age 55, they receive their choice of a "Harvard Chair or Rocker" or a desk lamp all engraved with their name and years of service to MVCC.
- **Assessment of Student Learning Award** (Semi-annual) This award is developed and designed by the Institutional Effectiveness Committee. (estimated \$300)
 - Action The Assessment Award was not part of the final program given the scope of supporting the entire employee recognition program, but remains a possibility as the next award to be included in the program as soon as funding is identified.
- Free flu shots (estimated \$1000)
 - **Action Free flu shots are not part of the recognition program.** However, they will be strongly considered as part of the wellness program that will be implemented in 2011-12
- "Hawk" Cards These are small cards that are handed out by directors and department heads. The front of the card lists the employee's name; the back states the reason that they earned it. Once an employee receives 10, they can trade them in for entry into the grand prize drawing. (If the grand prize is not available, for a small prize at the end of the year.) (estimated \$150)

- Action Hawk Cards were not part of the final program given the potential for significant inconsistencies between supervisors using Hawk Cards.
- "Player of the quarter" (Quarterly) This is given to an individual who demonstrates initiative in their job. The person must be employed longer than 18 months at MVCC. This individual not only does their job well, but goes above and beyond when the situation requires it. Individuals will be nominated by College employees. No employee can win more than once per two years. (estimated \$600)
 - Action The Player of the Quarter was not part of the final program given the scope of supporting the entire employee recognition program however, an "innovator" award has since been suggested and will be considered in the future.
- "Rookie of the year" (Annual) This is the same as above, but the employee must have been employed 18 months or fewer. No employee can win more than once. (estimated \$600)

 Action The Player of the Rookie of the Year award was not part of the final program given the scope of supporting the entire employee recognition program.

Total budget for all recommendations \$8500