

Professional and Scientific Council – Awards Committee

FY2021 Annual Report

The following report includes highlights of the Awards Committee's efforts during the fiscal year. In summary, the committee worked together to recognize and value fellow Professional and Scientific Employees for their outstanding contributions to Iowa State University.

Determine and submit Highlighting ISU Staff for newsletter

Continued the initiative to highlight P&S Staff by providing a link for personnel to submit nominations, evaluated submissions per CYtation Award criteria to determine monthly newsletter entries, and adding each monthly entry to a Highlighting ISU Staff webpage within the Awards section of the P&S Council website.

Collect, review, and score nominations for CYtation Awards

Collected, reviewed and scored 56 total CYtation Award nominations (listed below). Advertised CYtation Awards through the P&S Council Newsletter, through Committee reports to Council, and by working with the Communications committee to provide targeted Constant Contact communications reminding nominators to submit. Due to the changes in the university calendar due to COVID, we extended the deadline by 1 week this year to encourage nominations

- 1 Outstanding New P&S Council member nominations
- 34 CYtation nominations (including those also nominated for the Woodin)
- 10 Woodin CYtation nominations
- 20 CYtation Team nominations

Determine [awardees](#), coordinate and host CYtation Award virtual event

Due to Covid 19 restrictions, the breakfast and in-person ceremony was cancelled again this year. Behind the scenes, the committee communicated with our nominees and nominators. We put together the awards certificates to hand off to printing services, framed the printed awards, procured gifts from ISU Athletics Football, ISU Book Store, and Reiman Gardens. We summarized nominations for reading at the virtual ceremony and posting on council website, and updated website to include summaries and photos of awardees. Provost Wickert, President Wintersteen, P&S President Sara Parris recorded comments and awards presentations. The committee edited and posted this video to YouTube and linked to the Awards website (124 views). Certificates and gifts were mailed to the awardees.

Review, score, and recommend University Awards

Reviewed, scored and submitted recommendations for University Awards including feedback for improvement on non-recommended nominations. Evaluations included 14 nominees for the P&S Outstanding New Professional, 11 nominees for the Regents Award, 15 nominees for Staff Excellence and 4 nominee for the Carroll Ringgenberg Award.

Support Council Strategic Initiatives

Supported Council Strategic Initiatives by evaluating the scoring parameters for University P&S Awards to align with the advertised required merits for each award. The committee can use this effort within the next fiscal year to optimize the scoring process for University Awards.

Maintain Awards section of Council [website](#)

Maintained the committee's section of the Professional and Scientific Council website. This effort included updating the CYtation Award submission pages describing the criteria and deadlines for each award, posting the winners photos and summaries, and updating the Highlighting ISU Staff section by posting each month's newsletter submission to the page.

CYtation Awards Budget

Starting Budget: \$2,500

Expenses:

Alumni Center Rental Fee: 0.00

ISU Dining Catering Fee: 0.00

Programs: 0.00

VISA Gift Cards: 1740.00

Certificates: 21.94

Certificate Frames: 187.55

Mailing expenses: 71.73

Total Expenses: 2021.22

Remaining Budget: \$ 478.78

Committee Function (Professional and Scientific Council Rules and Bylaws)

"The Awards Committee shall advocate for, and assist in the administration of, awards and honors for individual Professional and Scientific employees and groups that include Professional and Scientific employees. The Awards Committee shall, among other activities, plan and host the annual CYtation Awards Ceremony, develop new Council awards and honors, advertise awards and honors available to Professional and Scientific employees, and provide preliminary screening for University and Regents level awards and honors."

Committee Members

Suzanne Ankerstjerne, Chair

Chris Meyers

Malinda Cooper

Jennifer Schroeder

Tom Elston

Liz Luiken

Expectations of Committee Members

- Attend monthly meetings (notify the chair if unable to attend)
- Adhere to the Awards Committee Policy as stated on the P&S website, both in terms of confidentiality and should they be nominated for an award
- Remove themselves from reviewing awards for which they personally have an interest or when they know applicants personally
- Review annual award nominations for the Regents Award for Staff Excellence, the Professional & Scientific Excellence Award, the Carroll Ringgenberg Award, and the P&S Outstanding New Professional Award
- The chair will communicate with the P&S Research Award committee and provide input

- Review annual nominations for the Cytation, Woodin Cytation, Team, and Outstanding New Council Member Awards
- Provide feedback on the awards process, selection criteria, website, and other topics relevant to ISU's award and recognition programs

Schedule of Ongoing Tasks

- | | |
|---------------|---|
| Summer months | <ul style="list-style-type: none"> • Notify Provost's Office of new Committee Chair • Orient new Committee members • Review Committee policies • Review past year processes and plan for improvements • Review past year accomplishments • Set goals for upcoming year • Review website and make any changes. • Meet with Provost Office to review award policies and procedures for the upcoming year. |
| September | <ul style="list-style-type: none"> • Discuss potential for new awards • Review nomination forms and change as needed • Provide information on University Award winners and post on the P&S website • Communicate with Reiman Gardens (Katie Getting) regarding continued involvement in the Cytation award recognition. • Communicate with Athletics (Kelsey Sampson) regarding continued involvement in the Woodin Cytation award recognition • Communicate with ISU Bookstore (Gayle Mastbergen) for gift cards for Outstanding New Councilor Award (\$50) and Team Award members (\$10). • University Awards Ceremony is held |
| October | <ul style="list-style-type: none"> • Review criteria, scoring sheet and process for Cytation, Woodin Cytation, Team, and Outstanding New Council Member awards • Provide information to the Communication Committee for announcing the nomination period for Cytation, Woodin Cytation, Team, and Outstanding New Council Member awards |
| November | <ul style="list-style-type: none"> • Provide information to the editors of <i>Inside Iowa State</i> for announcing the nomination period |
| December | <ul style="list-style-type: none"> • December 1st: Cytation, Woodin Cytation, Team, and Outstanding New Council Member award submissions are due <ul style="list-style-type: none"> ▪ Disseminate award nominations to Committee members ▪ Meet to review award submissions & make award selections ▪ Notify award winners and nominators ▪ Notify nominators of those nominees not selected ▪ Work to arrange Cytation Award Ceremony with President/Provost |

- Work with Provost Office to confirm ISU Administrators to invite to CYtation Ceremony—typically Provost’s Council (Julie Johnston)
- Work with ISU Dining and Alumni Center to reserve Reiman Ballroom
- Communicate with Reiman Gardens and Athletics names & contact information for winners
- Work with ISU Printing to order certificates (Nathan Thole)
- Order frames through CyBuy
- Contact Photographer (Barb McBreen or Chris Gannon)

- January
- Review criteria and scoring sheet for University awards
- February
- February 10th: University award submissions are due:
 - Disseminate nominations to Committee
- March
- CYtation Award Ceremony: Typically Thursday after Spring Break
 - Create award certificates and work with President’s office & P/S Council President to obtain signatures
 - Framed certificates in preparation for award ceremony
 - Provide P/S Council President summaries (100 words or less) of award recipients for presentation ceremony
 - Confirm attendance of CYtation and team award winners and nominators at award ceremony.
 - Make program for awards breakfast
- April
- Review all university award nominations, score, and return to the Chair within the announced timeframe
 - Determine university award winners based on scoring. Supply Provost’s office with feedback for all award nominees
 - Provide final recommendations for university awards to the Provost Office by first Monday in April
- May
- Solicit recommendations for improvements from the Committee
 - Provost office to notify award winners by May 1st
 - Create year-end report

Issues Carried Forward To Next Year

1. Recruit committee members from all areas of P&S employees.
2. Increase publicity for award opportunities and their deadlines.
3. Review nomination feedback forms (for both CYtation and University awards)
4. Continue to keep track of number of nominations/awards for each specific award and advocate for P&S awards at the university level

P&S CYtation Awards Data

YEAR	Cytation		Woodin		Team		New Council Member		TOTAL	
	Nominees	Awards	Nominees	Awards	Nominees	Awards	Nominees	Awards	Nominees	Awards
2011		8								
2012 Fall	11	6								
2012 Spring		6			6	1				
2013 Fall	13	8			6	2				
2013 Spring	15	8			12	1			27	9
2014	18	15	7	1	10	3			28	18
2015	28	14	15	1	15	5	5	1	48	20
2016	24	16	15	1	8	4	3	1	35	21
2017	29	14	12	1	21	4	1	1	51	19
2018	31	11	12	1	12	4	0	0	43	16
2019	40	16	24	1	15	3	2	1	57	21
2020	34	16	10	1	20	4	1	1	56	22