

OFFICE OF STUDENT LIFE CHAMP AWARDS

For outstanding service above and beyond the call of duty

OVERVIEW

The Staff Council Outstanding Service Awards Task Force allocated \$4,000 to Student Life (SL) with instructions to annually award 16 SL staff members \$250 each in recognition of outstanding performance or service to the campus.

Nomination Criteria

Unit awards are designed to recognize UMD employees for their “*special or unique contribution*” to their department, unit, or the UMD campus. All SL Labor Represented, Civil Service and P&A staff are eligible to receive this award. Directors may be nominated but are not eligible to receive this award. Student workers are not eligible. Nominators can be from other campus departments, but awards are exclusively for SL staff. Nomination criteria include:

- Leadership on the job
- Customer focus
- Quality of service

Nomination Process

Nominations can be submitted in two ways to accommodate SL staff whose roles are not computer-centric.

- Online via Google form
https://docs.google.com/a/d.umn.edu/forms/d/19LFCnnBOMIHxcIQ5K2m9L9KLyqPjIAsg2kzDVoL_-8Q/edit?ts=592740db
- Paper “Mad Lib” form for Dining Services and UMD Stores
 - Place paper ballot in ballot box at the front desk in Suite 245
 - Interoffice to Erica Sherlock-Thomas, 245 KPlz
 - Local supervisors may collect ballots to send to Erica Sherlock-Thomas in whatever way works best for their teams

Selection Process

To better accommodate our 9- and 10-month employees, SL will announce 8 award recipients twice/year as follows:

- mid-June to highlight contributions from December - May
- mid-December to highlight contributions from June - November
- Committee members will individually rank their top 8 nominations (1 is lowest, 8 is highest)
 - Points received by each nomination then tallied
 - Top 8 nominations with highest scores win
 - Congratulatory note will be sent to all nominees who do not win the award

Awards Presentation

In addition to receiving \$250 award, each recipient will be presented a Student life Champ certificate, hand-delivered by Champ himself!

- Members of Awards Committee will escort Champ to each award winner's workplace and take a photo of winner with Champ to commemorate the honor
 - Photos, with permission, will be compiled in a bulletin and distributed to all SL employees via email (Dining supervisors may print copies for breakrooms as appropriate)
- Nominator, if known, will be made aware of award win prior to certificate presentation

Communications

To reach all audiences, communications around awards program and recipients will be electronic, verbal, and paper:

- Program Kickoff Announcement and Future Nomination Deadlines
 - Electronic
 - Email to all SL staff
 - UMD Biz announce
 - Verbal
 - Committee is relying on supervisors to mention awards at staff meetings, etc., to generate a buzz
 - Paper
 - Information about the awards will be posted in breakrooms in Dining Services and UMD Stores
- Award Recipients Announcement
 - Electronic
 - Email bulletin with photos to all SL staff
 - Chancellor will announce award recipients campus-wide
 - Paper
 - Bulletin with photos will be posted in breakrooms in Dining Services and UMD Stores

SL Champ Awards Committee

SL Awards Committee members listed below will serve a 2-year term to embed consistency in approach and make process adjustments for consecutive years as required. Committee chair will continue on indefinitely. Committee members are not eligible to receive this award for the duration of their service. The Committee comprises 6 members from across SL:

- Erica Sherlock-Thomas – Budgets & Personnel, *chair*
- Gina Pudlick – Kirby Student Center
- Jodi Sunde – Dining Services
- Michele Tormonsen – UMD Stores
- Kristi Dalbec – Transportation and Parking Service
- Sue Holm – Career & Internship Services