

CQI: Recognition and Reward Committee Agenda

“I am satisfied with the recognition I receive for doing a good job.”

- I. Purpose of Committee
 - A. People Who Should be Recognized
 - B. Last Years Survey Numbers
 - C. Goals for 2008
 - D. People Who Should Recognize Team Members
- II. Budget and Resources Available
 - A. Fiscal Year
 - B. Staff
 - C. Faculty
- III. Recognition and Reward Protocol
 - A. Past Recipients
 - B. Eligible Vanderbilt Employees
 - C. Brainstorming
 - D. Awards
 - i. R&R Wizard
 - a) Monetary
 - b) Non-monetary
 - ii. Procedure for Nominating and Issuing
 - a) Non-committee Members
 - b) Committee Members
- IV. Initial Nominees
 - A. Vanderbilt University and Medical Center Awards
 - i. Due Dates
 - ii. Nominations
 - B. Team Members

Committee Members

Mario Davidson

Linda Stewart

Daniel Byrne

Lisa Kaltenbach

Think outside of the box. Thank you for all of your effort!

Minutes

Present:

Mario Davidson, Linda Stewart, Daniel Byrne, Lisa Kaltenbach

I. Purpose of Committee

- We set a goal of having more than 75% of the teammates respond favorably to the question: "I am satisfied with the recognition I receive for doing a good job." Last years survey had 12% unfavorable, 27% neutral, and 61% favorable. It was suggested that we target the neutral while ensuring that the 61% remain favorable.
- It was stressed that recognition was to be specific and meaningful. It was stressed that supervisors had to be included in the process. It was also suggested to target everyone's strengths so that all appropriate people would be recognized.

II. Budget and Resources Available

- It was noted that the yearly budget (\$1300 - \$1500) for recognition and rewards was based on the fiscal year. Funds not used by the end of the fiscal year would be lost. These funds were designated for non-faculty teammates.
- In order to give similar monetary awards available to non-faculty member, there was a conversation about asking for funding from inter and intra departmental sources.
- Linda agreed to provide Mario with access to the budget web page.

III. Recognition and Reward Protocol

- TWiki page was updated to include Mario as the point of contact for those people wanting to nominate teammates.
- Mario agreed to write an email to the department emphasizing the need to recognize team members and non-team members for their contributions to the department.
- Mario agreed to contact Dr. Yu Shyr regarding having his team members being recognized in a concerted effort. It was not discussed in the meeting, but when making contact with Dr. Yu Shyr, Mario will ask him for a committee representative from his division.
- All committee members agreed to discuss with the appropriate individuals how team members would like to be recognized and/or rewarded.
- Gift cards will be awarded to deserving team members who have been nominated. Mario assumed responsibility of screening winners with the monitoring of the committee members and the nominee's supervisor. It was stated that people with multiple nominations would not receive multiple gift cards for each nomination during a specific period. Gift cards are to be kept private.
- Other brainstorming ideas were personal cards, personalized picture frames, small parties, and placing special accomplishments on the hallway LCD panel.
- After the meeting, there was a suggestion to research the medical center's Elevate program for additional ideas.

IV. Initial Nominees

- It was noted that there were numerous Vanderbilt University and Medical Center Awards available for faculty and non-faculty members. Nominations must be made by December 31, 2007.
- Dan agreed to lead the university and medical center awards initiative. Lisa took initiative on one of the nominees.