

Gunkelman Committee

2019 Year-End Report

The Staff Recognition Committee consisted of the following members: Amanda Booher, Wendy Baumann, Megan Bouret, Melissa Schwengler (resigned during the year), Megan Ramsett (chair)

Gunkelman Award Selection Procedure

The following guidelines and process are currently in place by the Gunkelman Award Committee concerning award nomination and selection.

1. Committee members should refrain from making nominations or submissions.
2. The Chair or designee of the committee will be the only committee member who will receive and review the original nomination or submission containing names and other identifying information. Currently, the nominations are submitted online at the Staff Senate web page.
3. The Chair or designee of the committee will redact identifying information and assign a unique number to each nomination or submission prior to making the materials available for committee review.
4. The Chair or designee, who received submissions and redacted information, will abstain from voting. (The Executive Committee, in finalizing the Gunkelman Award Committee, should make the committee an even number so that there will be an odd number voting. This will eliminate the occurrence of a tie).
5. If a committee member knows of someone who was nominated or who submitted an application or a nomination, he or she must carefully consider whether they can be objective. If not, then the member should recuse himself or herself from voting.
6. Following the award nomination deadline, the Chair or designee, who received submissions and redacted information, distributes nomination materials to committee members.
7. Committee members reviewing nominations select their top 3 choices, ranking them 1-3.
8. When reviewing and ranking nominations, committee members should consider the following:
 - a. Does the nomination site specific examples of the impact the nominee has had on contributing to a happy campus environment?
 - b. Consider, based on the nominations, which nominee seems to have gone most out of their way, above and beyond their job description, to create a happy campus environment. (I.e. By nature of their position, professors should meet with students to answer questions about a class).
 - c. Reviewers should continually revisit the award description, so that the spirit of the award is maintained in memory of Mary McCannel Gunkelman, for whom the award is named:

The purpose of this endowment is to honor the late Mary McCannel Gunkelman whose life from the time she was a student on the campus of NDSU and throughout her unselfish life as a wife, mother and active citizen in the Fargo-Moorhead community found greatest expression and satisfaction in her contribution to creating an atmosphere of happiness for others to enjoy. Mary

was firmly dedicated to the principal that a student would be more apt to attain his or her full potential if they were working and living in an enjoyable environment. She further believed that the more enjoyable the campus and programs of NDSU, the better university it would be now and in the future. It is in this firm endorsement of Mary's belief that this award is established.

9. A meeting of ample time (at least two hours) should be scheduled to allow all committee members to assemble and discuss selecting a final award recipient. The person who redacted identifying information should facilitate the meeting, since he or she will not be voting.
 - a. Each committee member should announce their top 5 nominees. The meeting facilitator should keep a list of all these names mentioned; tallying the number of times each name is mentioned.
 - b. The nominees with the highest number of marks/mentions should be discussed, taking into consideration how nominees were ranked by the committee. Committee members may need to review nomination materials to determine a final winner.
10. Should the final selections be very close, regarding the committee's final selections, the committee may consider the following:
 - a. The committee may review previous year's winners to assess the occurrence of staff, faculty or student winners. (I.e. if the winner has been a staff person for two years in a row, this might help the committee decide to award to a faculty member or student).
11. Once the final winner has been confirmed via the above process, the names of the nominees may be *revealed to the committee only*. (For practical purposes, the committee will need to know names in order to work on logistics such as creating programs, notifying winners and their supervisors, etc.).
12. All information regarding nominations, applications, recipients, voting, etc. shall remain confidential to the public until they have been announced.
13. The Chair is responsible for sharing committee guidelines, selection process guidelines and criteria and any potential conflicts of interest with the Staff Senate President and/or the Executive Committee.

The following individuals were nominated for the award:

| Name of Nominee: | Department/College | Email | |
|-------------------|--|--|---------|
| Adele Malone | Col Science & Mathematics | adele.malone@ndsu.edu | Student |
| Adnan Akyuz | AES Continuing Appointments - Soil Science | adnan.akyuz@ndsu.edu | Faculty |
| Alexa Braaten | Col Science & Mathematics | alexa.braaten@ndsu.edu | Student |
| Alexis Rusch | Col of Arts, Hums & Soc Sci | alexis.rusch@ndsu.edu | Student |
| Amanda Reil | Career Center | amanda.reil@ndsu.edu | Staff |
| Amy Montebello | Col of Arts, Hums & Soc Sci | amy.montebello@ndsu.edu | Student |
| Angeline Walswick | Allied Sciences | angeline.walswick@ndsu.edu | Staff |
| Apryl Schroeder | Mechanical Engineering | apryl.schroeder@ndsu.edu | Staff |
| Arup Dey | College of Engineering | arup.dey@ndsu.edu | Student |
| Brady Kuta | College of Business | brady.kuta@ndsu.edu | Student |
| Briana Lewis | Col of Human Devl & Education | briana.lewis@ndsu.edu | Student |

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|------------------------|---|--|---------|
| Calum Evoniuk | Col of Arts, Hums & Soc Sci | calum.evoniuk@ndsu.edu | Student |
| Caren Blaschke | Col of Human Devl & Education | caren.blaschke@ndsu.edu | Student |
| Carin Engler | Residence Life | carin.engler@ndsu.edu | Staff |
| Casondra Rutschke | College of Business | casondra.rutschke@ndsu.edu | Student |
| Claire Longley | Col of Health Professions | claire.longley@ndsu.edu | Student |
| Curt Doetkott | Information Technology | curt.doetkott@ndsu.edu | Staff |
| Dana Davis | Deans Office, Health Professns & Col of Human Devl & Education | dana.davis@ndsu.edu | Staff |
| Daniel Erichsen | Information Technology Services | daniel.erichsen@ndsu.edu | Staff |
| Diane Harrison | NDSU Card Center | diane.harrison@ndsu.edu | Staff |
| Ann Braaten | Apparel, Design & Hospitality Management | ann.braaten@ndsu.edu | Faculty |
| Jill Zuber | Accounting & Info Systems | jill.zuber@ndsu.edu | Faculty |
| Mark Strand | Pharmacy Practice | mark.strand@ndsu.edu | Faculty |
| Ed Deckard | AES Plant Science | edward.deckard@ndsu.edu | Faculty |
| Ethan Geisness | Col of Arts, Hums & Soc Sci | ethan.geisness@ndsu.edu | Student |
| Greg Morgenson | AES Plant Science | gregory.morgenson@ndsu.edu | Staff |
| Jack Norland | School of Natural Resource Science | jack.norland@ndsu.edu | Faculty |
| Jack Radtke | College of Engineering | jack.radtke@ndsu.edu | Student |
| Janet Fleming-Halmrast | Computer Science & Col Science & Mathematics | janet.fleming@ndsu.edu | Faculty |
| Jenna Grabinski | Wellness Center | jenna.grabinski@ndsu.edu | Staff |
| Jessie Rock | Geosciences | jessie.rock@ndsu.edu | Faculty |
| John Weitzel | Facilities Management | john.weitzel@ndsu.edu | Staff |
| Joshua E. Schroetter | Residence Life | joshua.schroetter@ndsu.edu | Staff |
| Kelsey Young | Col of Arts, Hums & Soc Sci | kelsey.young@ndsu.edu | Student |
| Kenard Booker | TRIO | kenard.booker@ndsu.edu | Staff |
| Kimberly Booth | Biological Sciences | kimberly.booth@ndsu.edu | Faculty |
| Leretta Smith | Sociology, Anthropology | leretta.smith@ndsu.edu | Faculty |
| Lindsey Pouliot | Col of Arts, Hums & Soc Sci | lindsey.j.pouliot@ndsu.edu | Student |
| Liz Frannea | Deans Office, Health Professns | liz.frannea@ndsu.edu | Staff |
| Margaret Latterell | Performing Arts | margaret.latterell@ndsu.edu | Staff |
| Marilyn Dowdy | Int'l Student & Study Abroad | marilyn.dowdy@ndsu.edu | Staff |
| Megan Bouret | Upper Great Plains Transportation Institute & Col Science & Mathematics | megan.s.bouret@ndsu.edu | Staff |
| Megan Girard | College of Engineering | megan.girard@ndsu.edu | Student |
| Meghan Yerhot | Col of Human Devl & Education | meghan.yerhot@ndsu.edu | Student |
| Melissa Selders-Ortez | Graduate School | melissa.seldersortez@ndsu.edu | Staff |
| Muhabbat Yakubova | Col of Arts, Hums & Soc Sci | muhabbat.yakubova@ndsu.edu | Student |
| Patrick Pochant | College of Engineering | patrick.pochant@ndsu.edu | Student |
| Rachel Goodman | Residence Life | rachel.k.goodman@ndsu.edu | Staff |
| Ryan Brinkman | Residence Life | ryan.brinkman@ndsu.edu | Staff |

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|--------------------|---|--|-----------------|
| Sara Cramer | College of Business | sara.cramer@ndsu.edu | Student |
| Sarah Freitag | Col of Ag, Food Sys, & Nat Res | sarah.b.freitag@ndsu.edu | Student |
| Sean Burt | History, Philosophy & Rel Stud | sean.burt@ndsu.edu | Faculty |
| Shannon Ueker | Ext Plant Science & Col of Arts, Hums & Soc Sci | shannon.ueker@ndsu.edu | Staff |
| Sharon Dunkel | Student Health Services | sharon.dunkel@ndsu.edu | Staff |
| Stephanie Jensen | Col of Human Devl & Education | stephanie.jensen.1@ndsu.edu | Student |
| Ty Brooks | Col Science & Mathematics | tyriek.x.brooks@ndsu.edu | Student |
| Loren Baranko | Animal Science & Col of Human Devl & Education | loren.l.baranko@ndsu.edu | Faculty |
| Logan John | Col Science & Mathematics | logan.johnson.4@ndsu.edu | Student |
| David Roberts | AES Agribusiness & Applied Economics | david.c.roberts@ndsu.edu | Faculty |
| Elizabeth Hilliard | Health, Nutrition & Exercise | elizabeth.hilliard@ndsu.edu | Faculty |
| Erik Hanson | AES Agribusiness & Applied Economics | erik.drevlow.hanson@ndsu.edu | Faculty |
| Grant Anderson | College of Engineering | grant.m.anderson@ndsu.edu | Student |
| John Creese | Sociology, Anthropology | john.creese@ndsu.edu | Faculty |
| Linda Fricker | Deans Office, Arts, Humanities, & Social Sciences | linda.fricker@ndsu.edu | Staff |
| Maggie Duggan | Athletics & College of Business | maggie.duggan@ndsu.edu | Staff |
| Nathan Block | Dining | nathan.block@ndsu.edu | Staff |
| Patti Sebesta | Deans Office, Agriculture | patti.sebesta@ndsu.edu | Staff |
| Wendy McCrory | VP for Information Technology | wendy.mccrory@ndsu.edu | Staff |
| Cheryl Wachenheim | AES Agribusiness & Applied Economics | cheryl.wachenheim@ndsu.edu | Faculty |
| Julie Bietz | AES Ag & Biosystems Eng | julie.bietz@ndsu.edu | Staff |
| Rhonda Axtman | Dining | rhonda.axtman@ndsu.edu | Staff |
| Enrico Sassi | Graduate Center for Writers | enrico.sassi@ndsu.edu | Faculty |
| Larry Kastrinos | Facilities Management | larry.kastrinos@ndsu.edu | Staff |
| Dale Cardwell | Facilities Management | dale.a.cardwell@ndsu.edu | Staff |
| Pat Mattson | Dining | patricia.mattson@ndsu.edu | Staff - Retired |
| Lorna Olsen | Information Technology Services | lorna.olsen@ndsu.edu | Staff |
| Nathaniel Tohm | Col of Ag, Food Sys, & Nat Res | nathaniel.tohm@ndsu.edu | Student |
| Alan Zuk | Plant Sciences | alan.zuk@ndsu.edu | Faculty |
| Sandra Scott | Dining | sandra.scott@ndsu.edu | Staff |
| Jeremy Straub | Computer Science | jeremy.straub@ndsu.edu | Faculty |
| Jordan Jorde | Col of Ag, Food Sys, & Nat Res | jordan.jorde@ndsu.edu | Student |

The award winner: Meghan Yerhot

2019 Gunkelman Budget

Current Budget Amount:

\$575.00

| Categories | Curent Expenses: |
|-------------------------------------|-------------------------|
| Alumni Center Rental- linens | \$25.00 |
| Buttons | \$60.00 |
| Ceremony Catering- food | \$150.00 |
| Ceremony Catering- linens & service | \$100.00 |
| Folders and certificate paper | \$30.00 |
| Invitations | \$35.00 |
| Piano player | \$30.00 |
| Plaque | \$100.00 |
| Postage | \$20.00 |
| Printing-certificates and programs | \$20.00 |
| Sign Services | \$5.00 |

2019 Gunkelman Expenses \$1032.19

Spent Funds Amount:

1032.19

| Categories | Spent Funds: |
|-------------------------------------|---------------------|
| Alumni Center Rental- linens | \$25.00 |
| Buttons | \$180.00 |
| Ceremony Catering- food | \$218.80 |
| Ceremony Catering- linens & service | \$99.23 |
| Folders and certificate paper | \$172.29 |
| Invitations | \$74.00 |
| Piano player | \$30.00 |
| Plaque | \$42.60 |
| Postage | \$11.07 |
| Printing-certificates and programs | |
| Sign Services | |
| Union Poster | \$180.00 |

2017-2018 Requested Budget \$675

Current Budget Amount:

\$660.00

| Categories | Curent Expenses: |
|-------------------------------------|-------------------------|
| Alumni Center Rental- linens | \$25.00 |
| Buttons | \$90.00 |
| Ceremony Catering- food | \$185.00 |
| Ceremony Catering- linens & service | \$100.00 |
| Folders and certificate paper | \$60.00 |
| Invitations | \$55.00 |
| Piano player | \$30.00 |
| Plaque | \$60.00 |
| Postage | \$30.00 |
| Printing-certificates and programs | \$20.00 |
| Sign Services | \$5.00 |
| Union Poster/advertising | \$180.00 |

A fall organizational meeting was held on October 30th at 9am to go over the purpose of the award, the work timeline for the award and to divide the work between committee members. On February 11th at 10am a meeting was held to start work preparing for the nomination and the ceremony. Further planning and review of materials was conducted by email. Nominations were open between March 6th and April 12th and were submitted through a form on the Staff Senate website. One hundred twenty one nominations were received for a total of eighty-one nominees, one of whom requested that they be removed from the ceremony. Nominations were redacted by the committee chair and distributed for review on April 14th. On April 17th at 1pm a meeting was held to vote on nominations and choose the winner with a follow up meeting April 18th at 10am to send invitations to all of the nominees. Megan Ramsett, Wendy Bauman and Matt Skoy (ceremony MC) met on April 22nd to review the ceremony order of events and MC's responsibilities and script. It was decided to revamp the ceremony order due to the large number of nominees. We would no longer be reading nomination information for each nominee but would still read each name with a break between staff, faculty and students for a speaker. The ceremony was held on Friday May 3rd at 3pm in the Alumni center. Sixty of the eighty nominees attended, the guest count is estimated at 200. There were problems with the mic cutting out and catering didn't refill the water but otherwise everything turned out well. There were 6 cookies remaining (of nine dozen) at the end of the ceremony.

A post mortem was held on May 9th at 9:30am. Final plans follow- up including thank you notes, budget planning and plans for next year were discussed in addition to notes for improvements. Major points are as follows:

- We should maintain the ceremony location at the alumni center as overflow attendance could use the balcony above the atrium if needed and it is a beautiful spot.
- We would like to clarify that we considered any student/faculty/staff as eligible who had been on campus during the preceding school year (ie. Sept. 2018- May 2019) even if they were no longer on campus at the time of the ceremony.
- Correspondingly they need not be present to win, as many of the absent nominees had longstanding engagements preventing their attendance.
- We plan to close nominations one week earlier and have nominations only open for one month instead of six weeks to allow for a longer review of the nominations.
- Lists of nominees are to be made available to departments to encourage recognition of their achievements, but the departments/deans are not to be informed of the winner as per committee guidelines.
- In the fall a Rubric for scoring nominations should be developed to aid in fair evaluations of merit.
- A storage box is needed for use in the Staff Senate storage space for leftover folders etc.
- Request to buy new flowers to update centerpieces.

The ceremony for 2020 will be held at the McGovern Alumni Center on Thursday April 23rd at 3 pm.