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## Functions and Awards minutes 09/21/2017

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## Minutes from September 21 Functions and Awards Committee Meeting.

September 21, 10:30-11:30am, Moccasin Flower Room.

Present: Lisa Bevevino (minutes), Karen Ellis, Bonnie Gulbrandson, Autumn Johnson, Michael Lackey, Elena Machkasova (chair), Michelle Schamp, Parker Smith, Steven Tetrick.

1. Introductions.
2. A brief review of the committee charge and recent history. [Work with the Dean and Chancellor Offices. 2-3 meetings in the fall, 3-4 in the spring, with most work in the spring before March.](#)
3. For vote: calendar of award deadlines. [No substantive suggestions for changes made. Unanimously accepted.](#)
4. Setting up meetings for the rest of the semester. Proposed dates: Oct 26 and Nov 9 (Th 10:30-11:30am) [Confirmed. This makes deadlines for prior work Oct 19 and Nov 2, respectively. Elena will put all these dates on our google calendars and reserve rooms.](#)
5. For information: F&A committee may play a role in putting together Assurance Argument for the Higher Learning Commission (HLC) and HLC Quality Initiative - from committee chairs meeting. [No specific tasks yet. No timeline yet.](#)
6. Approving a call for nominations for 2019 Commencement Speaker. [Approved with edits for changing the dates for 2019 to be accurate with the chronological calendar of the year will be made.](#)
7. Elimination of ummstudents mailing list: what's an appropriate way to send calls for nominations to students (guidelines attached)? [Discussion where we think we can ask for further explanation of how many calls we can send. Send through dean's office. Elena would like F&A to be included as an example of the ways in which we could have one or multiple calls. With approval of the committee, Elena will ask for more clarification. Until then, we can infer at our discretion what we want to ask and how often.](#)
8. Awards web pages: report (Elena), materials we need for each award: [Our web pages are very old. Elena has solicited info for what people want to see. We need to have a template for one and then can move forward with others even though each award is very different. There was a call for 3 people to work on this as a subcommittee, but it was decided that we would wait for that first template \(working with Matt Zaske\) to be complete and move forward. Elena will work on getting the template/model functional and finished and then we can move forward with dividing up the awards for putting online. Michelle will look into person to work with. We will revisit this on October 26.](#)
  - a. Award statement
  - b. Who's eligible
  - c. Who can nominate
  - d. Procedure
  - e. Timeline
  - f. When/how awarded
  - g. Examples of past successful nominations (suggested by respondents)

- h. Awards google calendar
  - i. Tags (summer survey)
9. Procedures for awards seem to be inconsistent - may want to streamline. [See above.](#) [We can ask individual committees to streamline their processes/policies if we find a way in which consistency could help us or the entire award process. Necessary to have all the info for all awards first.](#)
  10. There is some interest on campus in revising criteria for Scholar of the College - do we want to take this task this year? [It's unlikely that we will have time.](#)
  11. A request from Steering: It would be useful if Functions and Awards could share the current policies for naming buildings, rooms, etc. We would also like info on how our policies differ from the Regent's policies, and whether our policy is older or younger than the Regent's. [Karen and Elena will look for these materials.](#)

For item 2:

The Functions and Awards Committee develops and recommends awards for scholarship and special merit, and in conjunction with the Office of the Chancellor, assists with the development, planning, and execution of academic and awards ceremonies, including commencement.

Awards that F&A committee is responsible for the following awards, in no particular order: [Some of these are just passed on to other committees.](#)

- Curtis H. Larson Award
  - Allen W. Edson Award
  - Morris Student Sustainability Leadership/Championship Award. [Forwarded to Green Team.](#)
  - Mary Martelle Award
  - Edith Rodgers Farrell Memorial Award for Undergraduate Research
  - Mimi Frenier Award in GWSS. [We don't participate in this one.](#)
  - Bill and Ida Stewart Award for Ethnic Diversity. [Only 2 years old. No nominees the first year, only staff last year.](#)
  - Scholar of the College Award
  - Alumni Association Teaching Award.
  - Distinguished Faculty Research Award
- [Housekeeping in November. Most time-consuming part of our work.](#)

For item 6:

[Elena will add google form and send out on October 5th as well as a reminder October 18 \(day after fall break\). Committee can also bring suggestions.](#)

Dear Members of the Graduating Class of 2019,

2019 commencement speaker nominations are due Thursday, October 19, 2017 at midnight. Submit your nomination via this form.

It is time to start thinking about who you would like to speak from outside UMM at your graduation. This is not a call for your student speaker - you will be voting on your senior class speaker in the spring of 2019. To recommend an outside commencement speaker, please submit the form below by Thursday, October 19, 2017. The Functions and Awards Committee will prepare a short list from the entire set of recommendations, and submit it to UMM Chancellor, who will make the final selection.

Your [morris.umn.edu](http://morris.umn.edu) username will be recorded when you submit this form.

Thank you!

Elena Machkasova, chair, Functions and Awards Committee