

# EAC ANNUAL REPORT

## AUGUST 2021

**Office / Committee** Awards Committee

**Individual/s submitting this report:** Susan Lenihan and Mary Lee Walter

### **Brief description of your primary responsibilities throughout the year**

The Awards Committee is responsible for the entire award process and procedures, from application submission, member evaluation and voting through final reports and financial logs.

### **Goals set at beginning of year**

1. Effectively manage the awards process during the pandemic including the 2020 Awardee Celebration and the 2021 award process.
2. Review 2019 Final Reports.

### **Major tasks accomplished during this year/cycle:**

The Awards Committee used videoconferencing technology for our meetings and roundtables this year. The Committee reviewed the 2019 Final Reports and summarized the outcomes. We had fewer applications for 2021 which we believe was due to the pandemic and we needed to approve extensions for three awards due to the pandemic. For 2022, we hope to increase applications by creating enthusiasm for the opportunity.

### **Time Line by month** (if applicable)

August	Planning meetings with FCC and with Awards Committee
September	Meeting to review Final Reports and to plan Awards Celebration in conjunction with Homecoming
October	Awards Celebration Two Committee meetings to prepare application materials
November	Post call for proposals
January	Review preliminary applications and notify applicants of status Committee meeting
February	Collect final applications and review for summary document and voting Committee meeting
March	Roundtables Committee Meeting - Determine awards based on FCC voting
April	Announce awards at Annual Meeting Notify applicants of 2021 awards
May	Member Survey
May-July	Contact 2020 awardees regarding Financial Logs and Final Reports

**Committee and Other Meetings** Include specific information such as name/s of staff you interacted with and important contact information.

Ann Spall, Vice President for Finance and Administration, [aspall@fontbonne.edu](mailto:aspall@fontbonne.edu)  
Adam Weyhaupt, Vice President for Academic Affairs, [aweyhaupt@fontbonne.edu](mailto:aweyhaupt@fontbonne.edu)  
Wendi Valenti, Assistant Director, Development, [wvalenti@fontbonne.edu](mailto:wvalenti@fontbonne.edu)

**Events** you or your committee sponsored or co-sponsored. Give title, date, location, names of those involved and additional helpful information (i.e. contact information) for each event  
Awardee Luncheon, October 2, Virtual Meeting as part of Homecoming, Awardees, Supervisors, FCC membership, Alumni invited  
Annual Meeting, Virtual, April 17, 2021

**Expenses/budget** (if applicable) Indicate amount/s, name of person you submitted bill/s to and method of payment. Were copies needed?

NA

**Evaluation of year** How well did you achieve your goal/s?

At the beginning of the academic year, the Awards Committee members read and then discussed all of the 2019 Final Reports. We summarized the outcomes and Mary Lee Walter wrote an article for the FCC newsletter. The Awardee Celebration was held virtually in October and alumni were invited to participate. Each of the awardees spoke about his/her project and the event was a highlight. While members missed being in person for roundtables and the Annual Meeting, the virtual format provided the advantage that out of town members were able to participate more frequently.

We asked for input from Fontbonne leadership identifying current priorities but decided not to share the document with applicants or members since the group consensus was that it seemed to prescriptive.

We identified some ways to identify equipment funded by the FCC with a label or marking showing that the item was funded by FCC. We are still in the process of acquiring labels or signage. We weren't able to collaborate with the archivist during this year, but hope to finalize plans for what needs to be archived.

**Additional helpful information describing your activities throughout the current year**

We had a great committee that worked well in accomplishing the tasks of the awards process.

**Recommendations for consideration re this office / committee's future**

We think having co-chairs is extremely helpful for the Awards Committee.

**Committee Roster**

Co-chairs: Susan Lenihan and Mary Lee Walter

Sr. Donna Gunn  
Sr. Jane Hassett  
Sr. Mary Catherine O'Gorman  
Sr. Mary Carol Anth  
Sue Ebanues  
Joan Newman  
Carolyn Berra  
Alice Bell  
Mary Schenkenberg  
Sandy Lehrer

New members to join committee for 2022 Awards Cycle: Candance Taylor, Barb Stroer and Kathy Tanner