

FCC ANNUAL REPORT

AUGUST 2023

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 award process and procedures, from application submission, member evaluation and voting through recognition signage, final reports and financial logs. The Awards Committee also coordinates the Awards Celebration in the fall and works with the EAC and Events Committee on the Awards Announcement at the Annual Meeting in the spring.

Goals set at beginning of year (August 2022)

1. Effectively manage the awards process including the 2022 Awardee Celebration and the 2023 award process.
2. Review the Guidelines for Voting.
3. Review 2021 Final Reports.
4. Streamline the recognition signage and sticker process.

Major tasks accomplished during this year/cycle:

The Awards Committee used videoconferencing technology for our meetings and hybrid roundtables and Awardee Celebration this year. The Committee reviewed the 2021 Final Reports and summarized the outcomes. Under the leadership of Sr. Mary Carol Anth and Barb Stroer we created an FCC recognition display in the Library near the boardroom.

Time Line by month (if applicable)

August	Planning meetings with FCC and with Awards Committee
September	Committee meeting on September 19 to review Final Reports and to plan Awards Celebration in conjunction with Homecoming. Awards Celebration using hybrid virtual and face-to-face format on September 30.
October	Committee meeting on October 17 to prepare application materials
November	Post call for proposals
December	Committee meeting on November 21. Discussion of recognition plaques Committee meeting on December 19 to review preliminary applications Notified applicants of status
January	Committee meeting on January 16. Reviewed voter guidelines.
February	Collect Final Applications Committee meeting on February 20 to review for summary document and voting
March	Roundtables Committee meeting on March 27 - Determine awards based on FCC voting
April	Announce awards at Annual Meeting Notify applicants of 2022 awards
May-July	Contact 2022 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
- Adam Weyhaupt, Vice President for Academic Affairs, aweyhaupt@fontbonne.edu
- Wendi Valenti, Assistant Director, Development, 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 Celebration, September 30, 2022, Hybrid virtual and face-to-face meeting as part of Homecoming, Awardees, Supervisors, FCC membership, Alumni invited
- Annual Meeting, Hybrid virtual and face-to-face, April 22, 2023

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?

1. We effectively managed the 2023 awards process including updating the instructions for applicants and our Guidelines for Roundtables to ensure that participants who are employed by the University contribute to the discussion appropriately. As part of the managing of the awards process we granted several extensions. Our hope is that there will be fewer extensions needed going forward.
2. We reviewed the 2021 Final Reports and hosted the Awardee Celebration for the 2022 awards.
3. We improved our use of hybrid meetings with both in person and virtual participants.
4. Under the leadership of Sr. Mary Carol Anth and Barb Stroer it was decided that the best way to increase recognition of the FCC awards was to create a display in the Library with all awards listed under a plaque that includes the total amount given by the FCC. The display was installed in time for the October 2023 homecoming celebration.

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 – August 2022-August 2023

Co-chairs: Susan Lenihan and Mary Lee Walter

Sr. Mary Carol Anth
Alice Bell
Sr. Donna Gunn
Sandy Lehrer
Sr. Mary Catherine O’Gorman

Mary Schenkenberg
Barb Stroer
Kathy Tanner
Candance Taylor