

CCC EVENTS REVIEW

CLASSIFIED APPRECIATION DESSERT / NATIONAL ED. SUPPORT PERSONNEL DAY – NOVEMBER – 2 events (daytime and evening)

History: This was an all associations sponsored event along with support from the President's office.

- 2007: Exempt coordinated – HR coordination: reserved room in advance and planned room set-up; planned & implemented entertainment, program, gifts from bookstore, decorations for tables, advertising, full-time faculty \$1,000; part time faculty \$100; Staff development \$100, exempt staff \$100, board of education \$100, foundation \$100.
- 2007: President's office ordered the food & paid \$153 for desserts/evening staff & \$1,382.40 dessert/daytime staff = **TOTAL \$1,535.40**
- 2008 event President's office paid: Daytime staff dessert = \$1,034.05; evening staff food = \$135.55; raffle item / 2 pizza parties \$60; **TOTAL \$1,229.60**
- 2009 event: President's office food **TOTAL = \$1,699.75**
- 2010 event: President's office dessert plus 5 lunches out with the President **TOTAL = \$1,581.81.**

ALL STAFF RECOGNITION – DECEMBER – 2 events (daytime and evening)

Team Awards

HISTORY - 2006: Event planned & executed by committee including HR & President's office plus reps from various associations.

Prizes (In the past \$500 was given from Human Resources for the purpose of giving 5 - \$100 gift certificates to five teams). This was presented in the form of a gift certificate for food from Chartwells for a "team" party. You could choose one team or five. The number of team awards (and dollars to be spent) was totally open to the discretion of the Executive Team.

Five different accounts were charged for an all staff turkey dinner: FTF \$1,000; HR \$500; Classif \$600, PTF \$200 and \$1,200 from the President. (Full turkey dinner for 300 = \$3,585.00) now it would cost in the range of \$4,725.00 for just the food. This would not include linens and dessert etc.

CURRENT PROCESS/COSTS:

President's office/Debbie plans & executes & President's budget covers all expenses.

2010

Team awards - Pens

Award 3-4 groups; \$2.00 pen to each person

Depends on size of groups: Some have been 15 and some may be 4.

Average: \$70.00 / per year

Years of Service Pins (cost info.)

Average 65 pins per year

\$3.50 each

\$227.50 / per year

SuccessMaker Awards

Crystal apples - \$70 each

\$280 / per year

Food, Drink, Décor & Entertainment

\$1,965.76 Daytime staff (snacks/sandwiches/drinks) – if we served a full turkey dinner it would now cost \$3,825.00 (2010 pricing/\$12.75 per person)

\$481.74 Evening staff (served holiday dinner – 25 people)

\$80.00 Decorations

\$100.00 Music

\$2,627.50 / per year

\$3,205.00 Total cost for All Staff Appreciation

RETIREE HOLIDAY LUNCHEON (past retirees) - DECEMBER

President's Office / Debbie plans & executes and President's office covers all costs.

2008: \$1,300 meal; \$758.13; \$90 décor = \$2,148.13

2009: \$1,155 meal + 710 dessert all staff + décor \$85 = \$1,950.00

2010: \$1,153.90 meal; \$459.80 cookie dessert all staff; décor \$60; \$100 music = **\$1,773.70**
(very light lunch included meat/salad/roll/drink – plus service charge and linen charges)

SPRING RETIREE EVENT (current retirees) – MAY

Planned and executed by President's Office with assistance from Tamara Barry media/DVD, HR and various staff as are willing.

2008-2010: Similar costs per person; total fluctuates due to number of retirees being celebrated.

2011 (25 retirees): Room & table décor \$172.90; gifts boxes/wrap \$54.39; Awards 25 retirees x \$75= \$1,875.00, Blank DVD's costs 25 x \$3.00= \$225; DVD Technical support/creation \$760; flowers \$89.59; mailers \$66.30; programs \$54.00; dessert \$988.35; **TOTAL \$4,286.**

\$1,582 – Classified Appreciation

\$3,205 – All Staff Recognition

\$1,774 – Retiree Holiday Lunch (past retirees)

\$4,286 – Spring Retiree Event (current/new retirees)