



September 3, 2020

Dear Texas Tech University System Administration Team:

My name is Christi Felton and I am the Values Culture **Rewards and Recognition Team** leader. Our team consists of nine members: Leslie Breslin, Carlos Casarez, Rhonda Cypert, Cynthia Jobe, Dustin Jordan, Rachel McDuff, Dawn Payne, Amanda Sanders and myself. Our committee's purpose is to strengthen our culture of recognition and appreciation, as well as integrate Shared Values into our everyday behaviors.

It has been a crazy couple of months, but rest assured our committee has continued to work hard on our **Values Culture** initiatives and has developed creative ways to recognize our amazing team members.

Our mission is to develop and implement an organizational rewards and recognition program that reinforces the **Shared Values** and celebrates individuals who live those values.

#### **Handwritten Values Culture Branded Cards**

- Recognize and honor a colleague with a handwritten card. This is the simplest form of acknowledgement for a job well done, and serves as a note to say, "I see

you and think you are doing a great job.” These cards are blank for you to customize your message. These cards can be found at the concierge desk, or by contacting me or any of our team members.

### **Values Hero Letters**

- This recognizes someone who has gone above and beyond when living our **Shared Values** and deserves to be recognized as a Values Hero. Access this [form](#) on the TTUSA Values Culture [website](#) to nominate someone to receive a Values Hero Letter. You will list which Shared Values behavior(s) this person has displayed and explain the reason why they deserve a Values Hero letter. Once submitted to [ttus.valuesculture@ttu.edu](mailto:ttus.valuesculture@ttu.edu), the form will be reviewed by the rewards and recognition team who will then create the letter. The letter will be sent to the individual being rewarded (printed letter and email) and their supervisor (email). Values Hero letters will be placed in the employee’s file and will be used to determine who is eligible to receive a challenge coin.

### **Challenge Coins**

- The top recognition in our Values Culture — to be given to individuals who have been recognized on multiple occasions as someone who is going above and beyond and consistently living our Shared Values. The rewards and recognition committee, along with the Values Ambassadors and Chancellor Tedd Mitchell, will be responsible for determining the recipients of this award.

Our team is excited to watch our Values Culture continue to build. We know that by recognizing and rewarding our fellow employees living our Shared Values, our Values Culture will evolve and be witnessed by our team members. As always, we are open to

suggestions and additional ideas. Please feel free to reach out to me at

[Christi.felton@ttu.edu](mailto:Christi.felton@ttu.edu) to share any ideas you may have!

All the best,

A handwritten signature in black ink, appearing to read 'CF', written in a cursive style.

Christi Felton

Rewards and Recognition Team Leader

Values Culture