

Staff Council Special Meeting - December 4, 2008

Meeting was called to order by Michelle DeLoach, Chair at 9:06 AM

Present:

Michelle DeLoach	Max Brown	Maggie Witherington
Bill Blanchard	Patricia Harris	Janice DeLoach
Richard Anderson	Randle Berlin	Lynda Lotz
Quiendic Rhones	Judy Cooke – by phone	

- I. Misscommunication of the need for an All-Staff vote
  - a. Michelle informed the committee that Helen Hendee had strongly suggested we have an all staff vote to approve the changes to the Staff Excellence Award process. This was not a requirement though. So we will not be having an all staff vote to approve the changes that are being made to the Staff Excellence Award process.
- II. Discuss and vote on each item of the Staff Excellence Award's nomination process as presented in written form
  - a.
    1. We will know both the nominator and nominee. Vote – 10 Aye's
    2. The evaluation process would be confidential. Once the evaluation process is complete, everyone would place their score sheet in a box. Two people will go out of the room to tabulate the scores and come back with a winner. If it's a tie, we would then go to number seven (on the Staff Excellence Award Form) and the voting process would repeat yet again. Vote - 10 Aye's
    3. We will evaluate each section (of the nomination form) on a number scale of 1-5, except response to number 7 unless a tie occurs. 1 being acceptable and 5 exemplifying excellence. Vote - 10 Aye's
    4. The nominator will be contacted with confirmation that nomination form has been received. (campus e-mail or phone call) Vote - 10 Aye's
    5. SAC will contact the nominator prior to the award being given to the winner; this gives them the option of attending the award ceremony. Vote - 10 Aye's
    6. Thank you notes will be sent out to all nominees thanking them for the great job they have done. Vote – 10 Aye's
    7. There will be only three winners for the year, one each semester. They will receive \$300 and gifts (to be determined). Vote – 10 Aye's 1 Nay
    8. Best of all, this will be available for online submission. Vote – 11 Aye's
  - b. When we reached number 7, a sheet was passed out by Maggie that had the breakdown of how much money would be spent if we did 3 winners for the year. The sheet shows the approximate pricing information for all of the prizes that would be given with the awards. A possible logo design for the shirts was also presented at this time, if approved it would be a onetime fee of \$50 for either the Bookstore or the Dan Cook

store. Also, the plaques for the three winners will be presented to them at the Retirement Recognition ceremony by Dr. Bloodworth.

- III. Review the minutes of the previous meeting and make any needed changes, especially in regards to the staff excellence Award and nomination process
  - a. On page 1 the last paragraph – Michelle noted that she specifically said the Staff Development Committee works closely with Human Resources, she would like to have that sentence added to the paragraph.
  - b. On page 2 Janice noted that it says ‘Safety Committee’ in paragraph 3, it should actually be the Physical Facilities Committee.
  - c. On page 2 Michelle noted that in paragraph five under the Staff Excellence Committee report, the last sentence says the word ‘approved’ and it needs to be changed to the word ‘approve’.
  - d. On page 2 in paragraph 6 Michelle moved that we strike the first sentence that makes a reference to the need for an all staff vote and start with the sentence ‘A new award structure for the Staff Excellence Award was proposed.’. In the 2<sup>nd</sup> sentence we will strike the word ‘also’. The 3<sup>rd</sup> sentence will be struck because it refers to the all staff vote. Add that ‘A vote was called to decide if we would send the proposed nomination process out to all staff.’ In 4<sup>th</sup> sentence strike the 2<sup>nd</sup> ‘our’ from the sentence and strike the 2<sup>nd</sup> half of the sentence beginning with ‘which’.
  - e. On page 3 in paragraph 1 Michelle said we needed to add that the plaques would be passed out on December 5<sup>th</sup> starting at 10AM.

A vote was called to approve the proposed changes to the minutes. All were in favor of the changes.

- IV. Set precedence/acknowledge/update bylaws to reflect that SAC represents all ASU staff and therefore an All-Staff vote is not needed to make changes to SAC sponsored awards or events
  - a. Michelle wanted to know if we should add something to the bylaws or is it just understood that we represent the staff and don’t need an all staff vote for things we sponsor – she opened the floor for discussion
  - b. Randle said that we are elected by the staff already, and we are supposed to be passing on information to the constituents already, so it’s understood that we represent them.
  - c. Everyone agreed that it should just be a precedent/understood that we represent the staff and we do not need to amend the bylaws.
- V. Discuss and vote on new nomination form
  - a. The Nomination form committee got the help of the writing center to make sure that the form was going to be in a format that would make it easier for all people to fill out and also put on the form for people to seek help from supervisors or others to get forms filled out if needed.
  - b. Randle had concerns that some filed might be left blank.

- c. Maggie suggested we add a statement that all fields must be filled out in order for the form to be considered.
- d. Michelle asked for a vote – Did everyone agree to add a statement that all fields be filled out for a form to be considered? The vote was passed by all.
- e. There were no other issues to be discussed on the form
- f. A vote was called – All in favor of accepting the form with the added statement in bold, that all fields must be completed to be considered. The vote was passed by all.

VI. Miscellaneous

- a. Randle and Janice will work on getting the form into an online version to be put on the website.
- b. Michelle will send out a notice to the campus when the form is ready.
- c. Nominations will be accepted until January 14<sup>th</sup>
- d. The next meeting will be on January 15<sup>th</sup> and we will vote on the winner then.
- e. Randle proposed the form be available all the time incase someone does something good and someone wants to go ahead and fill it out for them.
- f. Max was concerned that this would include actions that didn't apply for that semester.
- g. Michelle stated that we accept the form at the end of the semester so it actually does apply to what they have done in the past months, not the future.
- h. Maggie said we should change the top of the form to just say Staff Excellence Award Form and have a field that says Date Submitted by. – Everyone voted in favor of this.
- i. The Dec 18<sup>th</sup> meeting is normally a lunch meeting. There are other lunches going on the same day so we decided not to have a lunch meeting in December. We will try to do one in January when we get back.
- j. No further business to discuss.
- k. Motion was made by Bill Blanchard to adjourn and Lynda Lotz second the motion.