SAC Employee Relations Committee

Meeting Minutes
October 9, 2013

Attendees

Present: Greg Davies, Jennifer Jackson, Janet E. Williams and Sarah Stroud
Guest: Chase Massie
Absent: None

Scribe

Jennifer Jackson

Agenda

I. Call to Order
II. Employee Recognition
   a. Pickaxe Awards
   b. University Choice Awards
   c. Creation of new staff award
   d. Additional employee recognition
   e. Employee Evaluations
III. Employee Collegiality
IV. Other Business
V. Adjournment
I. Meeting called to order at 2:30 p.m.

II. Employee Recognition

a. Pickaxe Awards
   o The issue seems to be a lack of quality nominations; for example, Employee XYZ is nominated by eight members of their department, and the nominations all say the same thing, are vague “does a great job”, and frequently do not cite any specifics about how that person’s performance “exceeds the expectations of the job description,” etc.
   o The Pickaxe Award does not seem to be a prestigious honor as it is presented in each recipient’s office with no advance notice. Is it possible to identify a more public way of presenting the Pickaxe Award?
   o Criteria reads “who have made an extraordinary effort on Cameron’s behalf.” If this criterion is enforced, it would seem to limit the number of quality nominations, as not every staff member is in a positive to do something “extraordinary” in their daily duties.

**ACTION:**
- The Employee Relations Council recommends removing the first line of the nomination form: “The Pickaxe Award recognizes full-time Cameron employees who have made an extraordinary effort on Cameron’s behalf.”
- The Employee Relations Council recommends that the members of the SAC take an active role in soliciting/encouraging nominations for the Pickaxe Award.
- Since the Pickaxe Awards is solely a staff award, the Employee Relations Council recommends that SAC asks to be involved somehow in the selection of the Pickaxe Awards. One way to achieve this could be via a review of the nominations by either the entire SAC or a Pickaxe nomination review committee, and then recommending the top 3-4 choices. This committee recommends that Lani Malcolm, as President of SAC, communicate with the university’s executive council the SAC’s desire to be involved in the selection of the Pickaxe Awards and to work with EC to determine the most viable way to accomplish that.

b. University Choice Awards
   - Issues with the Choice Awards:
     o The four award categories each seem to have a limited pool of potential nominees; i.e., only a small percentage of Cameron employees have a direct impact on “Location of Choice”. This is
potentially why there has already been some two-time winners within a category.

- Currently the criteria for each of the four categories is tied to Plan 2013, a long-term strategic planning document that is no longer the “active” planning document for the university.

**ACTION:**
The Employee Relations Committee recommends re-vamping the Choice Awards criteria to remove any Plan 2013 wording and to avoid current strategic plan wording. Additionally, do away with four separate award categories, consolidate the criteria, and recommend that EC can award as many University Choice Awards as they deem appropriate based on the pool of nominees. Timeline: Have something to present to EC no later than February.

d. **Creation of a NEW staff recognition award**
   - Discussion about creating a new staff recognition award, to be called the Cameron Gold Award, which would be selected by the SAC. Potential ‘Award’ chosen by staff for the staff’
   - Award would have three categories
     - Excellence in student support
     - Excellence in employee support
     - Excellence in public outreach

   - To potentially be presented during the annual Service Awards banquet (which is when the faculty awards and the Choice awards are presented.)

**Action:**
Employee Relations Committee will work with VP Pinkston to determine the feasibility of creating an award. Issues to be resolved: availability of a budget for plaques and a stipend; adding another presentation to the Service Awards banquet. Once these questions are answered, criteria and a timeline need to be established.

e. **Additional employee recognition**
Discussion of “fun” awards to be presented at an end of the year staff picnic. This could include a slide show of highlights of the year – fun photos from campus events. Make nomination process simpler and not so extensive

**ACTION:**
Further discussion required.

f. **Employee Evaluations**
   - Chase Massie notified us that a new online system has been approved
Integration of new online system in the next 3 months
Everyone will use the new evaluation system in April. In the following year evaluations will be completed on employee’s anniversaries.
Training will be provided to supervisors to assure that each employee is evaluated on his/her own merit in relation to the requirements of his/her job responsibilities.
Notes can be saved in archive throughout the year
May not be based on number system
Goal setting will be included
This year’s evaluation will be one size fits all, but the ability to create evaluations based on job requirements will be possible with the new system.
Library of comments can be created
Will allow implementation of 90 day evaluations (probationary period)

- Old paper system will be gone

**Action:** No action necessary

### III. Employee Collegiality

**ACTION:**
- Greg Davies will be creating an online survey that will help us to get a better idea of what kind of activities/interest groups the staff would be interested in
- Greg will be taking proposals for possible questions for the survey and he will put together a draft to present to SAC. The draft of the survey will be partially live.
- Research the already existing organizations to avoid organization duplication

### IV. Other Business

**Employee Health and Wellness Allowance**
We briefly discussed the creation of an employee health and wellness allowance to encourage and promote employee health and morale.

- Between one to two hours per week allotted to each employee
- Time allotted only to be used in increments of half hours (e.g., thirty minutes before or after lunch, at the beginning or end of the work day.)
- Time allotted can ONLY be used on campus for activities that improve health and wellness (e.g., recreation center, aggie mile, disk golf, volley ball,
outdoor yoga, etc. Basically any physical activity that can take place ON campus to improve health and wellness)

ACTION:
Further discussion required.

V. Adjournment