

**Minutes**  
**Commission on Staff Policies and Affairs**  
January 22, 2013 ~ 2:00 p.m . ~ 325 Burruss

**Present:** Judy Alford, Dan Cook, Jay Crone, Carlyne Dudding, Velva Groover, Hal Irvin, Wyatt Sasser, Christine Snider, Richard Sorensen, Mallory Taylor

**Absent:** Mina Choi with notice, Mary Christian with notice, Kim Dulaney, Judy Jones, Tom Kaloupek, Teresa Lyons, Amy Tunison

**Call to Order**

The meeting was called to order at 2:00 p.m. The agenda was approved as presented. The minutes from the last meeting on November 27, 2012 were approved electronically.

**Volunteer for CEOD**

CSPA still needs to provide a representative to serve on the Commission on Equal Opportunity and Diversity. The representative must be a member of CSPA and be classified or university staff. No one expressed an interest in serving when Dan Cook asked for a volunteer. Time constraints were the common reason amongst members for not volunteering since CEOD generally meets twice per month and has two hour meetings. If anyone decides they can represent CSPA, they should let Dan Cook know.

**President's Award for Excellence Nominations**

Since the number of nominations are down compared to previous years, members were asked to spread the word in their departments regarding nominations be accepted for the President's Award for Excellence. The deadline for nominating someone is Thursday, January 31.

**Staff Honorifics Committee**

Since the progress has been slow with the possibility of establishing a staff honorifics committee and the number of nominations are down for various awards, Dan Cook suggested that perhaps CSPA could work the Kirk Wehner on establishing a better web presence to promote all university awards rather than working further to establish a committee. Another suggestion was to use the university's own resources and perhaps have marketing students do a class project on addressing the best way to promote awards. Lack of free time on behalf of potential nominators, decreased departmental budgets, and the fact that nominations are accepted during the same time frame for numerous awards were all discussed as possible reasons for lack of nominations. The following were other suggestions presented by members for improving the awards process:

- Use an earlier date to begin accepting nominations

- Create a universal nomination form or process to be used for all awards to help simplify the nomination process
- Have VTNews do a supplement to their daily news that provides award information, nomination deadlines, and pictures of past winners
- Use Staff Appreciation Day as a way to recognize those who were nominated or who won an award in the previous year
- Spread the nomination deadlines out
- Encourage departments to include staff award winners and accomplishments on their annual departmental reports to essentially create an incentive to submit more nominations

Dan will speak to Kirk about coming back to a future meeting to discuss ideas further.

### **Adjournment**

There being no further business, the meeting was adjourned at 2:50 p.m. The next meeting will be February 26, 2013 from 2:00-3:30 in 325 Burruss.

Respectfully Submitted,

Melissa Ball  
CSPA Support Staff