Minutes of the Communication Subcommittee of the Staff Advisory Committee to the President
Thursday, March 7, 2013
Randolph Hall 106D

Attending: Herbert Frasier, Susan Hallatt, John Inman, Jennifer McClerklin, Anne McNeal, Amy Orr
Not attending: Marlene Williams

Anne McNeal called the meeting to order at 10:40 AM.

Approval of Minutes

Minutes of the January 31, 2013 meeting were distributed and unanimously approved.

Old Business

Anne distributed the previous draft proposal for awards to be initiated this year and distributed the state policy on bonuses and awards.

1. Permanent employees are limited to $3,000 in bonuses in a year. However, Ed Pope is proposing an amendment to this policy for the consideration of the Board of Trustees that would exempt faculty cash awards from the limit and will add employee cash awards to the exemption. This exemption is allowed by state law only for public institutions of higher learning.

2. Temporary employees cannot receive bonuses.

3. There is a $50 limit on the amount that can be spent on each employee per award.

The subcommittee will continue to propose the three awards previously submitted to the full committee, but make them comparable to the faculty awards (Appendix A):

1. Present a framed certificate to conform to the $50 limit.

2. Present cash awards.

3. Host a Celebration of Staff brunch where the awards will be presented.

This year, the awards will be based on broad categories. In future years, SAC might choose to add awards and focus them on more specific categories of staff.

New Business

Anne solicited information about awards presented to staff members by various divisions and departments and has posted the list on the website. There was an inquiry about whether staff should submit external awards. The subcommittee agreed that we should solicit information about external awards and leadership positions held in national professional organizations and post that list as well.

The meeting was adjourned at 11:40 A.M.
Respectfully submitted,

Anne McNeal
Communication Subcommittee Chair
College of Charleston Staff Advisory Committee to the President
Staff Awards Proposal
2012-13

The Communication Subcommittee recommends three awards to be initiated this year, with additional awards added in subsequent years.

1. Temporary Staff Employee of the Year
   a. Call for nominations from anyone on campus.
   b. Award five with one being the “Presidential Award.” The president of the College of Charleston will select the recipient.
   c. The Communication Subcommittee will receive the nominations, verify with Human Resources that they are temporary employees, and recommend nominees to SAC. All voting members will vote.
   d. If the nominee goes into a permanent line, go ahead and present the award.
   e. If the nominee leaves the College, select the next highest vote-getter.
   f. Awards will include a framed certificate and a basket of gifts.

2. Permanent Staff Employee of the Year
   a. Call for nominations from anyone on campus.
   b. Award five with one being the “Presidential Award.” The president of the College of Charleston will select the recipient.
   c. The Communication Subcommittee will receive the nominations, verify with Human Resources that they are permanent employees, and recommend nominees to SAC. All voting members will vote.
   d. If the nominee leaves the College, select the next highest vote-getter.
   e. Awards will include:
      i. $1,500 to the Presidential Award recipient
      ii. $ 500 to each of the additional four recipients
      iii. A framed certificate for each recipient
      iv. A basket of gifts for each recipient

Criteria for nomination of an employee for Temporary Staff Employee of the Year or Permanent Staff Employee of the Year:
   a. Contributions to increased organizational productivity
   b. Development and/or implementation of improved work processes
   c. Exceptional customer service
   d. Realized cost savings
   e. Other specific contributions to the success of the organization

3. The Open Gates Award
   a. SAC voting members will submit nominations of permanent, non-instructional staff members.
   b. The Communication Subcommittee will receive the nominations and recommend a recipient to SAC. SAC voting members will vote on accepting the recommendation.
c. Criteria include an employee who:
   i. Assists many others across campus
   ii. Participates in campus-wide projects
   iii. Always responds to requests for assistance
   iv. Solicits partnerships with others for the benefit of students

d. The award will incorporate a photo of a gate on campus (open, of course) with a different gate used each year. There will be a photo of an empty gate with a subsequent photo of the recipient(s) standing in the gate.

e. The recipient will also receive a cash award in the amount of $1,500.

4. SAC will host a brunch in honor of all staff members where the awards will be announced and presented. We request that the president of the College of Charleston participate in the awards ceremony and present the Presidential Awards.

5. The awards will also be announced at the back-to-school picnic.

6. Awards timeline:
   a. April 15 – 30: Call for nominations
   b. May 9: the Communication Subcommittee will vet the nominations and determine its recommendations
   c. May 16: the voting members of the Staff Advisory Committee will vote on the recipients at the regular monthly meeting
   d. First week of June: Celebration of College of Charleston staff and presentation of awards