

## MINUTES

Service Committee

25 Feb. 2019

Camden-Carroll Library 3<sup>rd</sup> floor Conference Room

**PRESENT:** Risa Boyd, Scott Davison, Anthony Dotson, Mark Graves, Jason Griffith, Jeannie Justice, Chien-Chih-Peng, Tim Simpson Krista Utterback (Chair)

**ABSENT:** Ophelia Chapman

The meeting was called to order at 10:00 a.m.

K. Utterback began the meeting by asking committee members to consider serving as officers. She agreed to continue as chair for the 2018-2019 school year and identified O. Chapman as willing to serve as vice-chair. M. Graves volunteered to be secretary.

Chair Utterback outlined the responsibilities of the committee and the nature of the service award, which included presenting a timeline of activities leading to the awarding of the achievement at the Aug. 14, 2019 fall convocation (Committee members agree to the schedule attached).

The committee discussed the volume of materials to be submitted by nominees and the years of service to be considered in evaluating nominees' achievements. Committee members agreed on an open-ended service consideration period (which could include all relevant service activities up to the deadline for the portfolio—one's total career with no semester or yearly restrictions) and to place a limit of one 5" binder as the maximum volume of materials to be submitted by each nominee. In addition, the committee members requested that expectations and submission requirements for award consideration be clearly identified in the announcement of nomination sent to each candidate. Moreover, they authorized Chair Utterback to include the letter of nomination in the front of each candidate's portfolio.

T. Simpson moved (J. Griffith seconded) to approve all expectations and parameters described above. The motion carried.

Some committee members asked about the criteria used to evaluate nominees, and Utterback agreed to email the rubric to each committee member in advance of portfolio review.

T. Simpson moved (S. Davison seconded) to adjourn the meeting. The motion carried. The meeting was adjourned at 10:22 a.m.

Submitted by M. Graves, Secretary, 2018-2019 Service Committee

## TIMETABLE - 2019

### Faculty and Staff Distinguished Service Awards

February 25, 2019	Initial meeting of Service Committee
March 4, 2019	Provided the Director of COMA with information about the Distinguished Staff and Faculty nomination procedures for publication to the Update, Trail Blazer, The Morehead News, Alumni Newsletter, and the radio.
March 4, 2019	Send the call for nominations mass email for faculty, professional staff (administrative, exempt and non-exempt). Send email to Donna Calvert for distribution.
March 25, 2019 at 4:00 p.m.	Deadline for receipt of nominations.
March 29, 2019	Notify nominees of support information needed and deadline.
April 26, 2019 at 4:00 p.m.	Deadline for receipt of support information from nominees.
April 29 – May 3, 2019	Committee members privately and individually read the portfolios supplied by each nominee.
May 8, 2019	Full committee review meeting. Identify the faculty and staff service award recipients and keep the name confidential for at least the immediate future.
May 8, 2019	Inform the President of the committee's selection. The President will decide the best date to personally contact the faculty and staff recipients and inform the appropriate Vice President. Give recipients' portfolios to Office of Communications and Marketing so they can write the press release.
After May 8, 2019	Send letter to faculty and staff nominees not selected AFTER President has contacted the faculty and staff recipients.
August 14, 2019	Fall Convocation