

SBS Staff Council Meeting Minutes  
February 27, 2002  
9:00 – 10:00 a.m.  
Douglass 102

Attendees: Yolanda Becerra, Linguistics; Justin Beltran, Psychology; Luise Betterton, Medieval/Reformation Studies; Martha Castleberry, Judaic Studies; Lupita Cruz, SW Studies Center; Elizabeth Dyckman, CMES; Dirk Harris, Anthropology; Vickey Healey, Political Science; Nova Hinrichs, Cognitive Science and fill-in for Communication; Debbie Jackson, Philosophy; Lauren Johnson, Women's Studies; Cynthia Likewise, SBS Administration and fill-in for SIRLS; Beth Marlatt, Near Eastern Studies; Veronica Peralta, Latin American Area Center; Rhoda Ray, Geography; Maria Rodriguez, BARA; Diane Ybarra, History; Kimberley Young, Mexican American Studies

Absent:

Young-Gie Min, SBSRI; Debbie Petrich, Sociology; Sylvia Quintero, Journalism; Victoria Villareal, SIROW

Chair Yolanda Becerra called the meeting to order.

Secretary Beth Marlatt sent around the attendance sheet and asked for any changes or corrections to the minutes from January 30. The minutes were approved with one correction. The SW Institute for Research on Women is SIROW, not SIRO.

Co-Chair Dirk Harris outlined our meeting ground rules.

Maria Rodriguez passed out notes from the Staff Awards team meeting and solicited feedback from the group on several issues.

The first item voted on was the question- do we want to invite guests from other colleges, as has been done in the past, and is done by other colleges for their own awards events. Partially at issue was that some door prizes were going to "outside" people and non-staff members. Discussion followed. The Council voted to keep the event as it was last year, inviting certain outside people. The council voted a second time and it was decided that outside people and non-staff attendees would remain eligible for door prizes.

The second item from the Staff Awards team list was a suggestion to establish a new category for "Best Small Department." This was addressed during the break-out sessions that followed.

The third item was, "Application form approval." This item was also addressed during the break-outs.

The fourth item was a request for three names from other colleges who would assist in adjudicating the staff competition. Please email your suggestions to Maria Rodriguez at [mariarod@u.arizona.edu](mailto:mariarod@u.arizona.edu).

The fifth item was a suggestion that the last year or two year's awardees not be considered for the current year nominations. This was taken to the break-outs as well.

The sixth and final numbered item on the Staff Awards team list asked the council to consider changing the number of awards to 4 or 5, decreasing the monetary award from \$300 to \$225 or \$200. This too was discussed during the break-out sessions.

NOTE: Since the Feb. 27 meeting the Dean has increased the total amount budgeted for awards from \$900 to \$1,500- to be distributed among five awards of \$300 each.

The SBS Staff Awards luncheon is scheduled for April 23, 2002 at the Marriott Hotel.

Three break-out groups were formed to discuss the Staff Award process, forms and criteria. Groups discussed and compared the pros and cons of the UA Staff Advisory Awards forms and the SBS Staff Awards forms from last year.

Time ran out after the break-outs. Chair Yolanda Becerra volunteered to summarize the results of the break-outs and publicize them to the Council. An email vote will be taken on items where opinions were not unanimous. Following are the results as publicized.

#### SBS Staff Advisory Pros

- \$300 or more
- Simple, short, easy to read
- Plaque
- Overall staff, not breakdown of different pay grades
- Can receive award every 3 years

#### SBS Staff Advisory Cons

- not below \$300
- more definitive than "this is an outstanding individual"
- Criteria not specific
- Change to "Exceptional"-- stand out

#### Suggestions

- Announced in Lo Que Pasa/Wildcat with pictures
- All staff distribution (include staff, graduate students, faculty, etc.)
- Elizabeth checking with Pete about possibly adding winnings to base salary

#### UA Staff Advisory Pros

- Distribution should include all faculty, graduate students, staff
- Sites above and beyond satisfactory
- Gives people nominating an outline of what to look for, extra duties
- "Based on achievements in activities beyond normal duties"
- Overall classified staff - not break down

- Pay grade breakdown
- Specific criteria (staff award)
- Inc. award to \$300 or more and inc. to 4 awards
- Recipients of award in previous year ineligible for current year, but not for nomination

#### UA Staff Advisory Cons

- Too wordy
- No best employee from small depts. Rather Teams.
- Suggestions
- Every 3 years Best Team Award--this can be given to depts. whether it be large or small
- Possibly flyer; attract people's attention, colored paper, catchy
- Consider non-momentary awards (parking)
- Include more examples of achievements
- Retain 3 letters of recommendation
- Make award within pay grade ranges
- More awards for larger population pay groups
- Add pay grade range to nomination form
- Adopt UA nomination form

The items that were split are being voted on via email at the time of this writing. Those items out for vote follow:

#### 1ST VOTE

- (1) Divide awards into pay grades so that the awards would go to specific pay grades. The classified staff pay grades we propose are as follows: Pay grades 1 - 21; Pay grades 22-33; and Pay grades 34 on up.
- (2) Don't divide into pay grades; keep unchanged.

#### 2ND VOTE

- (1) Make it possible to nominate Department or Team awards
- (2) Do not want to have Department or Team awards  
Description of Team: Group of individuals working together toward a common goal who have succeeded in outstanding achievements. Groups can be 3 or more persons, not necessarily from the same department but must be within SBS and all classified staff. NOTE: If a group wins an award they will decide on how to distribute the \$300 award amongst themselves.

Next Secretary Beth Marlatt passed out a summary of the 'Top 3 Concerns' voiced by staff. This will be discussed at a later meeting.

Co-Chair Dirk Harris called for agenda items for our next meeting. One item will be a report from Elizabeth Dyckman on the Dean's search.

Meeting was adjourned.