

Meeting Minutes

Meeting Date: December 3, 2007

Location: Adel Math – ITV Room

Present: David Forgues, Dina Barnese, Karin VonKay, Terri Hayes, Jane Thompson, Eva Hatchner, Robin Long, Franklyn Taylor, Kim Knowles, Susan Johnstad, Sharon Gorman,

Ex Officio & Guests: Karla Brewster, Dave Finney, various service professionals

Excused: Tom Carpenter, Marcelle Coder, Stan Clark

1. Call to Order

Dina Barnese called the meeting to order at 2:00 p.m.

2. Dr. Harvey Charles, Vice Provost of International Education

Dr. Charles described the importance of international education at NAU. He shared that student and faculty exchanges are a significant piece of what his office works on; however, these activities are the means to an end. He described the end as providing transformative, diverse educational experience for students. The transformation that individuals experience when they study abroad or see themselves in comparison to a new or different background allows them to change their views about themselves and the rest of the world. International education is designed to enrich citizen perspectives so they are prepared to play a leading role in global affairs.

Dr. Charles is impressed with the number and quality of global initiatives at NAU, such as:

- The Global Engagement goal in the University strategic plan
- His newly created position which emphasizes the value placed on international education
- Established dual degree programs
- Global language offerings such as Arabic and Chinese
- Study abroad opportunities

Soon a global education task force will be created with the aim to make global education an explicit part of the NAU student experience. As Service Professionals, you have an opportunity to advocate for global values by allowing yourself to be transformed by international and global experiences and bring that to the support of advancing NAU's educational mission.

Dr. Charles discussed opportunities to increase the opportunities for NAU students to travel abroad and involve faculty and staff in international opportunities. Faculty cannot infuse global perspectives into the curriculum without international perspectives. Dr. Charles

encourages all staff, faculty, and students to embrace and celebrate the reality of diversity instead of evading it.

3. Leadership Award

Dave Finney joined the meeting to share the history of the SPAC Leadership award. The award originated in May of 2004 from the council. The award grew from \$25 (funded by SPAC members) to \$100 (funded by SPAC account). Over the years, there have been few nominees. Advertising has been through the SPAC newsletter and list serv. The nomination form is included as the last page of the minutes. All SPAC members are expected to bring their thoughts on the following to the next meeting:

- How might the process be simplified to encourage more nominations
- Any suggested changes to the criteria
- How might it be advertised more effectively

4. Committee Reports

Employee Conference

Conference planning is moving along at a good pace. The conference will be held on February 6. The theme is Sustaining Ourselves, Our Work, Our World.

SPAC Annual Meeting/Mixer

Group had a productive first meeting. The event will be on April 18 from 2:00 – 4:00 in the University Union Havasupai A & B. The committee is planning for about 150 people and will incorporate an informal RSVP into the announcements. There has been some confusion about what this event is called...either a Mixer or Annual Meeting. Dina and Tom will discuss and report back a decision.

5. Newsletter

The next newsletter will be sent out in late January. Topics so far are: Service Professional spotlight, Brown Bag series events, save the date for the SPAC mixer/Annual meeting. Dina will solicit volunteers to write articles. All should be thinking about how they can help out.

6. Request for funds

CSAC has requested that SPAC provide funding for the employee conference. After some discussion, Dina requested that request come in writing from the chair of the committee planning that event, Marcia Warden.

There are several funds that SPAC uses for events:

General fund: \$2841 –some of this money came from EDSF funds and will be given to the committee planning the employee conference

CSAC/SPAC Award Fund: A foundation account where each group is allocated 50% of the fund's earnings and SPAC's current portion is approximately \$615. Spending of these funds are less restricted as it is a foundation account.

7. Service Professional Outreach

The number of new service professionals from July 1 – November 1, 2007 was 41. A group discussed approaches to welcome these new service professionals and alert them to our group. Considered approaches are: Email, phone calls, gifts, and personal visits. The intent would be to let new service professionals know what the group does and how they can be

involved. The group discussed the pros and cons of spending money on gifts. This discussion will continue as a plan develops. Two guests at the event commented that an email alerting them to upcoming meetings would be appreciated. Discussion of a subcommittee to lead the effort to welcome new SP was discussed and will be discussed more at the next meeting.

11. Action Items

- All SPAC members are expected to:
 - Bring their thoughts about the leadership award to the next meeting (process, criteria, and advertising) – Form attached
 - Consider writing an article for the newsletter to be sent out in January

Meeting adjourned: 4:00 p.m.

Next meeting: January 10, 8:30 a.m. University Union, Havasupai C

Respectfully submitted, Terri Hayes, Recording Secretary

Service Professional Advisory Council

Leadership Award

Nomination Form

Deadline for nominations: April 10, 2007

The award recipient will be announced at the May 2007 Summer Conference

NOMINEE

Last Name: _____ First Name: _____ Middle Initial: _____
Title: _____ Department: _____ Years of Service: _____

The SPAC Leadership Award recognizes Service Professionals for highly significant contributions, achievements, and service to the University or the community. Recipients of this award will have made extraordinary contributions through activities beyond their normal responsibilities to the University.

1. SUBMISSION OF THE NOMINATION

Submit this form and a memo/letter/email of nomination (utilizing criteria as defined in item 2 below, to include specific examples) to the Service Professional's Supervisor. The Supervisor should then write a memo/letter/email of support and submit all documents to the Service Professional Advisory Committee at ask-spac@nau.edu or box 5100, attention Dina Barnese.

SUBMITTED BY:

Name: _____ Title/Department: _____
Date: _____

2. CRITERIA FOR SELECTION – Candidates should have made exemplary contributions in at least two of the following:

- Creativity in leadership
- Going above and beyond the usual assignments
- Outstanding efforts on behalf of the University
- Significant outcomes from leadership in projects, events, committees, or other areas
- Excels as a role model and mentor for others
- Demonstrates involvement with students and programs
- Demonstrates outstanding service to the University or community