

Meeting Minutes

Meeting Date: January 10, 2008

Location: Havasupai C

Present: David Forgues, Dina Barnese, Karin VonKay, Terri Hayes, Jane Thompson, Eva Hatchner, Robin Long, Franklyn Taylor, Kim Knowles, Susan Johnstad, Sharon Gorman, Tom Carpenter, Marcelle Coder, Stan Clark, Steve Saville

Ex Officio & Guests: Karla Brewster, Diane Verkest

Excused:

1. Call to Order

Dina Barnese called the meeting to order at 8:30 a.m.

2. Mark Flynn, Executive Director Capital Assets

Mark Flynn provided the group with an overview of changes in parking & transportation on the NAU campus over the past several decades. He discussed the importance of recognizing transportation as an evolving entity. As the campus grows, it is not financially or physically possible to provide the level of service that would allow for everyone to park right outside their building. Therefore, planning has begun to find a solution that will minimize the conflict between pedestrians, vehicles, and bicycles. Marc described a path (SPINE) that would move people from north to south campus in a reasonable period of time. The spine would make stops along the way to deliver riders to convenient drop off points. The planning has begun to partner the SPINE to other public community transportation through the Northern Arizona Intergovernmental Transportation Authority and the Mountain Links program. Marc stated that this partnership would serve the community by increasing ridership and allow for an enhanced public transportation system.

The group discussed closing the NAU campus to personal vehicles as well as the success of the yellow bike program. All ideas about transportation and parking on campus are welcome for consideration. Marc will be invited back to a future SPAC meeting to discuss developments.

3. THANK YOU SPAC

Thanks to all SPAC members for attending the meeting! Dina recognized that all members were present today which enhances the effectiveness of the group.

4. Leadership Award

The following items were discussed in regards to the Leadership award:

- Creation of an on-line nomination process
- Adding what recipients are awarded to the form and advertising

- Awarding a \$100 Visa card instead of the Westcor certificate awarded in prior years
- Elimination of the requirement that a supervisor submit something along with the nomination. Once nominations are received, SPAC will contact the supervisor to solicit support. This should simplify the nomination process and encourage nominations by peers and/or subordinates
- Human Resources can confirm that the recipient is in good standing with the institution
- It was discussed that all employees demonstrating leadership be eligible, not just those with a Service Professional classification
- Eva Hatchner and Sharon Gorman will work together on the form and advertising
- Nominations should begin by March 1

5. Newsletter

The deadline for articles to be written for the upcoming newsletter is January 18, 2008.

6. Service Professional Outreach

It was agreed upon that an email invitation would be sent out to all Service Professionals, one week in advance of any meeting where a guest speaker would attend. Guests who attend the meeting will be invited to sit in a designated spot to allow the council to sit together. This will help guests recognize council members. Discussion of allowing time for guests to bring items to the council was held. It was agreed that a formal process for public comment would be addressed as needed.

7. Committee Reports

Brown Bag Lunches

Brown bags will be held the last Wednesday of each month. The first brown bag lunch is scheduled for February 27. Sharon Gorman will present on on-line collaborative tools such as Googledocs. Other upcoming topics are:

- Managing your social identity, using Facebook and other social networking sites
- Tools to assist in developing a strategic plan
- Diffusing negativity in the workplace, how to model positive behavior

Employee Conference

SPAC members may have a role in staffing the registration table at the February 6 event. Expect more email about this.

SPAC Mixer/Annual Meeting

The event will be held on April 8 from 2:00 – 4:00 p.m. in Havasupai A – C. Plans are being made for approximately 150 people.

11. Action Items

- Dina will send an email to all Service Professionals before next meeting with invitation to attend
- Eva and Sharon will begin coordinating the Leadership award nomination process and marketing
- Members who volunteered to write articles for the newsletter will submit them to Dina by Friday, January 18, 2008



Service Professional Advisory Council

Meeting adjourned: 10:00 a.m.

Next meeting: Thursday, February 21st, at the ARD building, large pod

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