

# STAFF SENATE

Friday, February 23, 2018  
*Staff Award Rubric- Meeting Minutes*

## CALL TO ORDER

The Ozark Campus Staff Senate was called to order by President Spicer for a special meeting on Friday, February 23, 2018 at 9:04 a.m. in the Conference Room 137 in the Ozark Health Science and Wellness Building.

## ROLL CALL

### Senators Present:

Jennifer Thomas  
Mike Bogue  
Peter Clifton

David Spicer  
Julie Schmalz

### Ex-Officio Present:

Beverly Nehus

### Senators Absent:

Stacie Harden

President Spicer called a special meeting for Senators to create a scoring rubric for the Staff Senate Service Excellence Award. The following ideas were communicated to the Senate:

- The scoring rubric would have a zero to five scale. Zero being no information was given and five being strongly agree the nominee meets qualifications of the service excellence category. Each example given would be scored on the 0-5 scale and the higher of the two examples would be counted towards the overall total. The additional comment section would also be scored on a zero to five scale and added to the total.
- The scoring rubric would have a one to five scale with one being poor and five being exceptional. All examples would be scored on a one to five scale using the service excellence categories under each subheading. A maximum of fifteen points for each four categories, and the additional comment section would add bonus points to the overall total for a maximum score of sixty-five points.
- Nominee names should be blacked out therefore creating a way for the Senate to solely judge on what is written on the form and excluding any personal relationships that would cause any biased scoring.
- The nomination form should be changed to remove the action of calling all nominees in advanced to see if they wish to be considered.
- To simplify the nomination form the two examples required needs to be removed and replaced with one space to describe the nominee in one example. The will simplify the form for the nominator and the scoring of the examples by the Senate.
- The scoring rubric needs to include the words “Committee Use Only” when sent out to staff therefore removing any confusion for the nominator.

- A hard copy of the nomination form will be available as well as the e-mail copy.

## **CONCLUSIONS**

- A scoring rubric will include a zero to five scale. Zero indicating no example was given and five indicating the nominee strongly meets the qualifications of the specific service excellence category. The four service excellence categories will have one space for the nominator to describe the nominee. The committee will score the example using the three subheadings of the service excellence categories. For example, the service excellence category “Respectful” has three sub headings including: exhibits care and courtesy, listens actively, and treats everyone with empathy and dignity. The committee will score the description given using the three categories above using the zero to five scale. Therefore the nominee would have a maximum total of fifteen points for each of the four Service Excellence categories. The additional comments section will serve as a bonus point section with a score of zero to five. Therefore the scoring rubric would have a maximum score of sixty points with a maximum of five bonus points. A perfect nomination form would have a score of sixty-five.
- Senate members will be judging solely on the written examples including on the nomination form. Nominee names will be redacted by a neutral person. The neutral person could possibly be past award winners who are not eligible for the award.

President Spicer agreed to meet with Senator Harden to make the following changes to the nomination form including removing the action of calling all nominees, and removing the two example lines, and requiring only one example for each category. President Spicer also agreed to create the new scoring rubric form.

## **ANNOUNCEMENTS**

- The next Senate meeting was changed to 10:30 AM on March 2, 2018.

## **ADJOURNMENT**

Senator Schamlz motioned, Senator Clifton seconded, and all approve and motion carried to adjourn at 10:20 a.m.

Respectfully submitted,  
Jennifer Thomas, Secretary