

**BOARD OF REGENTS
BRIEFING PAPER**

1. **AGENDA ITEM TITLE:** Creation of the Regents’ Outstanding Classified Staff Award

MEETING DATE: January 15, 2021

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

The NSHE Classified Council (NCC) was recently established to represent the interests of classified staff who serve and work within the NSHE community. The NCC is comprised of representatives from all eight NSHE institutions and serves over 2,800 classified staff employees.

Currently, Title 4, Chapter 1 of the Board of Regents Handbook and Chapter 8, Section 2 of the Procedures and Guidelines Manual provide for five annual awards on behalf of the Board: Scholar Award, Teaching Award, Researcher Award, Academic Advisor Award, and Creative Activities Award. The recipients of these annual awards receive from a cash stipend of \$2,000 to \$5,000, depending on the award. This agenda item adds the “Regents’ Outstanding Classified Staff Award” to this list of awards, with a \$3,000 cash stipend to be paid by the selected classified employee’s institution.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Adopt a new provision as Title 4, Chapter 1, Section 40 of the Board of Regents Handbook, establishing the award and setting forth the nomination and selection process.

Contemporaneously adopt a new provision as Chapter 8, Section 2, Subsection 6 of the Procedures and Guidelines Manual, establishing the award and setting forth the nomination and selection process.

4. IMPETUS (WHY NOW?):

The NCC has existed for over one year. It is the start of a new year—2021—and the creation of the award will allow time for the nomination process to occur and meet the October 30 candidate submission deadline.

5. CHECK THE NSHE STRATEGIC PLAN GOAL THAT IS SUPPORTED BY THIS REQUEST:

N/A

INDICATE HOW THE PROPOSAL SUPPORTS THE SPECIFIC STRATEGIC PLAN GOAL:

N/A

6. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Classified staff make valuable daily contributions to the administration and operation of NSHE and its institutions.
- Classified staff are often the first point of contact for students, parents, and community members, and contribute to first and lasting impressions.
- Classified staff strive to bring excellence to every area of NSHE.
- Classified staff deserve annual recognition by the Board of Regents.

7. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

N/A

8. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

Wait and consider establishing the award at a future meeting.

9. RECOMMENDATION FROM THE CHANCELLOR'S OFFICE:

The Office of the Chancellor supports the establishment of the award.

10. COMPLIANCE WITH BOARD POLICY:

- X **Consistent With Current Board Policy:** Title 4, Chapter 1 of the Handbook
Chapter 8, Section 2 of the Procedures and Guidelines Manual
- X **Amends Current Board Policy:** Title 4, Chapter 1, Section 40 of the Handbook
- X **Amends Current Procedures & Guidelines Manual:** Chapter 8, Section 2, Subsections 6, 7, and 8
- Other:** N/A
- X **Fiscal Impact:** Yes X
Explain: These amendments will require a cash stipend of \$3,000 by the NSHE institution that employs the recipient.

POLICY PROPOSAL
TITLE 4, CHAPTER 1, SECTION 40
Board of Regents Handbook (New Provision)

Additions appear in ***boldface italics***; deletions are [~~stricken~~ and bracketed]

Section 40. Regents' Outstanding Classified Staff Award

1. The Board of Regents' Outstanding Classified Staff Award is given annually to staff members with distinguished classified service. One award will be granted annually to a full-time member of the classified staff who provides outstanding service in support of the institution and/or classified staff. An eligible employee may be nominated based upon, but not limited to, the following criteria:

- a. Contribution to the achievement of their institutions mission and goals;***
- b. Attitude towards fellow employees, students, and the public, as well as attitude towards work, including, availability, cooperation, courtesy, friendliness, helpfulness, and presence on the job;***
- c. Service to fellow employees, students and the public;***
- d. Work quality, including accuracy, completion, creativity, dependability, initiative, and timeliness;***
- e. Participation where involvement was beyond the scope of regular duties; and***
- f. Interest in professional or self-development.***

2. Nominations. Notification shall be sent annually by the NSHE Director of Human Resources to each NSHE institution. Each institution's President, in conjunction with the institution's Classified Council, may submit one nomination for consideration to the NSHE Director of Human Resources. The nomination may be drawn from the institution's employee of the year or other qualified candidates.

Each nomination must contain the following information only:

- a. Formal Letter. A nomination may be from an NSHE employee or student and should address the following:***
 - i. How the candidate accomplished a significant record of excellence in service that is worthy of recognition by the Board of Regents.***
 - ii. Clear evidence of the following:***
 - 1. Specific service to the institution, the campus community, and/or NSHE; and***
 - 2. Any other supplemental materials that support the nomination.***

iii. Nomination materials must be submitted to the NSHE Director of Human Resources via electronic mail no later than October 30 of each year.

b. Length of Service. Candidates should have at least five years of cumulative service with NSHE by the date of nomination to be considered for the award. If an institution wishes to nominate a candidate that has fewer than five years of cumulative service within NSHE, an additional letter of justification must be submitted.

c. Review. The NSHE Classified Council will review the submitted nominations for eligibility requirements and to confirm required materials are included in nominee packets.

3. Composition of the Selection Committee. The Selection Committee for the Regents' Outstanding Classified Staff Award shall be composed of the following individuals:

a. NSHE Director of Human Resources;

b. One institutional administrator or designee from each NSHE institution;

c. One NSHE Classified Council Executive Board member appointed by the NSHE Classified Council; and

d. One Classified Council Chair/President or designee from each NSHE institution.

The Selection Committee may elect to utilize an external entity as part of its evaluation of nominees.

4. Final Approval. The recommendation of the candidate by the Selection Committee shall be presented to the NSHE Classified Council for approval. Upon approval by the NSHE Classified Council, the candidate and supporting materials shall be forwarded to the Office of the Chancellor for final consideration and approval by the Board of Regents.

5. Award Amount. The award will carry with it a cash stipend of \$3,000 for the recipient.

POLICY PROPOSAL
Chapter 8, Section 2, Subsections 6, 7, and 8
Procedures and Guidelines Manual (New Provision)

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Section 2. Board of Regents' Scholar Award; Nevada Regents' Award for Creative Activities; Nevada Regents' Researcher Awards; Nevada Regents' Teaching Award; Nevada Regents' Academic Advisor Award; ***Regents' Outstanding Classified Staff Award***

Title 4, Chapter 1, of the Board of Regents' Handbook establishes [~~five~~] ***six*** annual awards presented by the Board of Regents to faculty, staff, and students for significant accomplishments in the areas of academic advising, teaching, research, creative activities, [~~and~~] student academic leadership, ***and service***.

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D. Final Approval. The recommendation of the final candidate by the Selection Committee shall be presented to the NSHE Classified Council for approval. Upon approval by the NSHE Classified Council, the candidate and supporting materials shall be forwarded to the Office of the Chancellor for final consideration and approval by the Board of Regents.

E. Award Amount. The award will carry with it a cash stipend of \$3,000 for the recipient.

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[6] 7. Summary of Accomplishments for Recommended Recipients

Each institution shall provide 2-3 paragraphs of text summarizing the accomplishments of its recommended recipient(s) for a Board of Regents' Scholar Award or a Nevada Regents' Award to the Chancellor's Office for submission with the recommendation to the Board of Regents for final approval.

[7] 8. Regents' Awards – Payment of Cash Stipends

A. The NSHE institution employing the recipient(s) of a Teaching Award, Researcher Award, Rising Researcher Award, Academic Advisor Award, ~~[or]~~ Creative Activities Award, **or Outstanding Classified Staff Award** shall be responsible for the cost of the stipend for the recipient(s) and shall produce the award checks for the recipient(s).

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