There was a lot of talk of hope and change during the last national Presidential election. “Hope” and “change” have many meanings but resonate with most folks. They’re also two words I’ve heard a lot from staff members in a variety of contexts during the last two weeks. The big topic has been the university’s budgets.

While Texas has, for the most part, avoided much of the economic turmoil affecting the rest of the country and world, it was inevitable that the downturn’s effects would reach our campus. I applaud our leadership for communicating their progress during their hard discussions about money and for making people a real priority during those discussions – executive behavior that seems to be rare in today’s business world and a reason why we are fortunate to be part of the Tarleton family.

True hope has an expectation of fulfillment. In our case, I have the expectation that the good, life-changing work that occurs at Tarleton State University will carry on. True change, it’s been said, comes from within. I believe we staff members will adapt to changing programs and visions and continue to give our best.

One change I’m pleased we’re showcasing in this Bulletin is the updated Staff Recognition awards program. This is only the first step in a new program, designed to show Tarleton staff in a real way that YOU MATTER.

Finally, please make time to attend the Presidential Forum with Dr. Dottavio on March 2nd. Our president is making real efforts toward improving communication with staff members. We need to take advantage of every opportunity for dialog.

Jim

Staff Council Members (group they represent-the year their term ends)


Group: 1 Executive/Administrative, 3 Professional/Non-Faculty, 4 Clerical/Secretarial, 5 Technical/Paraprofessional, 6 Skilled Crafts, and 7 Service/Maintenance

The Staff Council Bulletin is a publication of the Tarleton Staff Council Public Relations Committee.

www.tarleton.edu/staffcouncil/
Staff Affairs Committee
Chair: Jim Looby  looby@tarleton.edu
Co-Chair: Johnny Robinson  jrobinson@tarleton.edu

Jim and Johnny haven’t been able to call a meeting of the Staff Affairs Committee because they both have too much work to do (WEAVE). For the next Staff Council meeting, Jim will work on a recommendation for how the committee will go forward.

Mark this date: Tuesday, March 2nd, 1:30 – 3:00, O.A. Grant 118. President Dottavio will answer staff questions and talk about what’s going on at Tarleton. You may ask questions at the meeting, submit them anonymously in writing to campus T-Box T-1000, or submit them anonymously online at https://survey01.tarleton.edu/efm/wsb.dll/s/4eg1a2

Staff Development Committee
Chair: Stan Swam  sswam@tarleton.edu
Co-Chair: Shelly Brown sbrown@tarleton.edu

Staff Development Day: May 20, 2010! Mark your calendars now! Under consideration for lunch: a make-your-own-pasta bar with chicken and meatballs. Dr. Stuart Chilton, former Tarleton staff member, YOC (the Stephenville newspaper’s Ye Old Columnist) and possessor of a wealth of knowledge about Tarleton past and present will be the guest speaker.

Remember: staff development grants are available throughout the year to help you pay for training and courses to improve work-related skills and knowledge. Application information is on the Staff Council website.

Health and Wellness Committee
Chair: Melet Price. ext. 9267 or mprice@tarleton.edu
Co-Chair: Lathes Towns. ext. 0789 or towns@tarleton.edu

Health and Wellness Committee members will be helping with the February blood drive. Staff Council approved donating two $100 Rec Center memberships as door prizes for staff who attend Rec Fest on January 25th and fill out a slip for the drawing. Shanna Moody, Fitness/Wellness Coordinator, reminds everyone she’s always happy to talk with people about fitness and wellness. Not everyone working out in the Rec Center is a “hard-body” athlete. There are a lot of regular people like most of us who benefit from using equipment like treadmills and bicycles or just walking on the track inside where the weather always is good!

Employee Recognition Committee
Chair: Sheila Hawkins. ext. 9781 or hawkins@tarleton.edu

Now that Employee Recognition Task Force’s recommendations have been approved, this Staff committee will talk about possible different kinds of Employee Recognition celebrations. The committee welcomes your suggestions!
Hospitality and Fundraising Committee  
Chair: Susan Gordon  
Co-Chair: Sharon Iley  

The committee is waiting to hear whether staff will be needed to hand out programs at graduation in May.

Decisions also must be made about whether the committee should plan additional fund-raisers. For example, in the past, Staff Council has sponsored a table at the graduation ceremonies where we sold bottled water. MayFest, if it is held this year, would be another fund-raising opportunity.

President Looby again commended the Committee for this year’s very successful Holiday Showcase.

Public Relations  
Chair: Ann Pawlak  
Co-Chair: Tom Robinson  

Employee Discounts. Sub-Committee chair Stephen Wilson reported that the 20 initial leads from staff have been followed up with only one rejection. Committee members are working up a list now including, for example, Starbucks, Agave, Coopers Country Store, Knowledge Toys, the Granbury Fitness Center, and restaurants. When the list is done and double-checked, staff will receive a card listing all the discounts. Discounts also will be posted on the Staff Council website. Tarleton Employee Discount stickers indicating participation in the program have been ordered. Businesses that offer a discount on a specific day – “Tarleton Tuesdays,” for example, is very common – don’t want to post the sticker because they will spend most of the time telling people “not today.” To recruit more businesses offering discounts, the subcommittee would like to speak at a Chamber of Commerce meeting. Coby Kestner, sub-committee member, will work with Chandra Andrew in Public Information/Media Relations to contact the Chamber and arrange time for us.

PR Committee recommendations for publicizing the now-approved Employee Recognition Program included an intercampus mailing in late January, a poster in mid-February, and an email reminder in early March that nominations for the 2009-2010 annual awards close on March 31, 2010.

By-Laws and Voting  
Chair: Angie Nimmo  

Staff in EEO Categories 1 (Executive/Administrative, 6 (Skilled Crafts) and 7 (Service/Maintenance) will vote in February for Staff Council representatives. An election is held when the number of people on Staff Council representing a category falls below the number of representatives set in the by-laws. Voting is hard when you don’t know most of the people and/or don’t know whether someone even wants to be on Staff Council. If you belong to one of these categories and would like to represent your co-workers on Staff Council, please talk with them so they can vote for someone who is willing to serve. The Council needs people willing to support their fellow staff by providing ideas and energy.
New Employees – Welcome!

- **Brigitte Barbier** – Administrative Assistant III, Engineering Technology (01/05/10)
  Brigitte grew up in Michigan and completed her MBA there. Her love for horses and the Western lifestyle drew her to Texas fifteen years ago. She lives in Lipan with four Quarter Horses, mini-donkey, Corriente bull and two Australian Shepherd dogs. Joining us from the sales and marketing department of a manufacturer of oil field products, she’s new to Engineering Technology but not to Tarleton. Four years ago she started teaching evening Business Communications and International Business classes as an adjunct in our Management, Marketing, and Administrative Systems Department. Based on her experience with international companies, she says students have a lot to learn: geography and history plus countries’ cultural, political and economic systems. She says teaching students is a lot like working with young horses: you must be patient, fair, and consistent but flexible to help them achieve their potential. She is proud that the young horses she has taught to barrel race and pole bend (and cross-trained in roping) are now helping high school rodeo students win in central Texas. (In case you or someone you know might be interested, she always has well-trained horses for sale.) She describes the Engineering Technology Department as “small with a very dynamic and personable faculty who are passionate about what they do.” She is excited to be part of the ET team!

- **Darla Bedwell** – Accounts Payable Specialist, Business Services (12/07/09)
  In 2009, Darla and her husband Monty moved back to Stephenville from Lubbock after four and a half years there. Lubbock was closer to his family, but First Financial Bank in Stephenville offered him a job he couldn’t refuse and they moved back. He’s not the only banker in the family. Daughter Kelli is a mortgage banker at First Financial in Glen Rose, and daughter Kendra works for Texas Bank. Darla and Monte met while they were attending Tarleton, their daughters Kelli and Kendra are Tarleton grads, and Kelli’s husband Josh is a Tarleton grad. (Given that tradition, the baby Kelli and Josh are expecting on September 26th – Darla’s first grandbaby! -- should pre-enroll as a member of the Class of ’32?) Darla says the biggest change in Tarleton since she was a student is the campus: it is awesome now! Her first job was with Stephenville ISD. She started as a physical education aide at Chamberlain Elementary, became a secretary there, and eventually transferred to Stephenville High School, where she was responsible for entering all the PEIMS data. When they came back from Lubbock, she was delighted to find a job at Tarleton. She sends people voucher preparation forms so their invoices can be paid. The hardest part of her new job is that our codes for invoices are very different than school district codes. Darla wants everyone to know she’s really glad to be back in Stephenville where the dirt doesn’t blow. Clear skies in March are much better than red skies!
New Employees, continued

• **David Brooks** – Administrative Assistant II, Academic Affairs – Waco (01/04/10)

• **Justin Carrell** – Technology Support Specialist I, CITDE (01/15/10)
  Justin started at CITDE as a student worker while he was earning his bachelor’s degree in education. For someone who likes computers, and enjoys teaching, the CITDE technology support job was a perfect fit when he graduated in December. He and his wife Abigail are Cleburne High School sweethearts. She will complete her bachelor’s degree in May and wants to teach the littlest kids. They live in Stephenville. Justin supports online technology – primarily Blackboard -- in courses for which students officially register. Use of online technology is growing rapidly. Faculty begin by asking for help putting their Power Point presentations online, discover their multiple choice tests can be graded on line, and finally experiment with an online course. Meanwhile, CITDE is trying to keep up with their increasing support needs. Justin is the only full-time support person. Besides working with faculty and students, he helps staff – like librarians or administrative assistants -- who are trying to help students use Blackboard. He wants you to know he is here to help you.

• **Vicky Fergason** – Senior First Year Experience Coordinator, Residential Living and Learning (01/19/10)

• **Leslie Garcia** – Meats Lab Manager, Animal Science Department (12/07/09)

• **Waylon Henry** – Environmental Worker I, Environmental Services (01/14/10)

• **Alexandra Holloway** – Outreach Specialist, Academic Affairs (01/19/10)

• **Jodi Payne** – Systems Engineer, CITDE (01/11/10)
  Jodi returned to Tarleton from Howard Payne University. She graduated with a Tarleton CIS bachelor’s degree in 2003 and completed our online master’s degree program in CIS in 2006. She commutes from Cross Plains (an hour drive) each day where her family has a ranch and raises cattle and wheat. She says Tarleton still feels like home even if the dining hall isn’t where it used to be. For the CITDE, she supports the Blackboard server, doing things like troubleshooting problems, preparing upgrades and planning for the future. She and Justin work as a team because he is on the frontline hearing what is working and what isn’t and she can help him answer the most technical questions. Her online degree experience helps her relate to people’s needs and problems. She is very happy to be back at Tarleton and wants you to know that, even if you don’t see her or talk with her, she is here supporting a very important online program.

• **Randy Thomas** – Small Business Consultant, Small Business Development Center (SBDC) (01/04/10)
  Randy and his wife Jan moved to Granbury two years ago. They have three children – two sons with professional careers in Carrollton and Coppell and a daughter (Randy calls her "the lawyer") attending Wesleyan’s law school. Randy’s MBA and MPA (Master of Public Administration) are from Angelo State. Having served as a city manager in Hillsboro and Luling and in Sulphur Springs’ and Murphy’s economic development offices, he brings a local government perspective to the SBDC.

Changes – Congratulations!

Kristen Quirl, Environmental Worker II, RLL (01/04/10)

Retirements: Rebekah Ballard and Billie Cox (Environmental Services), Robert Guerra and Melodee Ray (Building Maintenance), Joann Tibbitts (Purchasing)

Departures: James Vergura (TIAER), Julia Weems (Environmental Services)
Congratulations to **SEVEN Lucky 2010 Rec Fest Drawing Winners!**

$100 Gift Certificate for a semester at the Rec Center – donated by the Staff Council  
* Justin Carrell, CITDE  
* Tara Whitson, CITDE

$100 Gift Certificate for a semester at the Rec Center – donated by the Staff Council Health and Wellness Committee  
* DeWayne Harvey, Computer Lab Specialist, Curriculum and Instruction  
* Barbara Duncan, Environmental Worker, Thompson Student Center

Healthy Snack Gift Baskets (water, fruit, crackers, dark chocolate. . .all healthy snacks) – donated by the Staff Council Health and Wellness Committee  
* Debbie Rudder, NCELP Program Specialist  
* Nancy Gaither, Student Health Center  
* Robert Nimmo, Recreational Sports

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**Presidential Forum: Tuesday, March 2nd, 1:30–3:00, O.A. Grant 113**

In response to feedback from staff who participated in the Presidential Forum last fall, Staff Council is collecting anonymous questions in advance for President Dottavio to answer at the forum.

To submit a question in writing, put it on the form attached to this email or a plain sheet of paper and send it through campus mail to Staff Council Box T-1000. To submit your question anonymously online, use the survey form at [https://survey01.tarleton.edu/efm/wsb.dll/s/4eg1a2](https://survey01.tarleton.edu/efm/wsb.dll/s/4eg1a2)

**ASK YOUR QUESTION NOW before you forget it!**  
**Deadline: Monday, February 22 at 5 p.m.**

Staff Council Executive Committee Members will review the questions give them to Dr. Dottavio to consolidate and review so he is ready with good answers for us.

Now’s your chance to get information “from the horse’s mouth” (sorry, Dr. D!), express your concerns and offer your ideas to the President. He is willing to listen and understands he will benefit from what we have to say.

To show you care enough to be involved in what’s happening at Tarleton, plan to attend the forum.

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**JT Wellness Program**  
2/1/10 – 3/15/10  
Move * Eat * Learn  
(Manage stress. . .)

Taking care of yourself is the best way to see your kids and grandkids grow up, your saplings become trees, and your friends walk slower than you!

Wellness is a way of life, not something you do just to lose weight after Christmas or look good in new clothes (or, worse yet, in the old clothes) or keep up with your kids.

Staying well starts with self-responsibility. You choose wellness. To help you take the first step, the Student Health Center and the Recreational Sports Department are jointly sponsoring the annual John Tarleton Wellness program promoting healthy lifestyles incorporating exercise, balanced nutrition, and education.

The program is FREE! The focus is on you becoming the healthiest you can be.

**CLASSES (all sessions 10-11:00 a.m.)**

**Move**  
2/10 Motivation & Machines  
2/17 Eating Healthy on Campus  
2/24 Fascinating Food Facts

**Eat**  
2/24 Fascinating Food Facts

**Learn**  
3/3 Don’t let your body get you down  
3/10 Wellness toolbox: what you need to succeed

**PRIZES!!**

- Weekly weigh-in drawing: 1 student and 1 employee will win a prize bag each week  
- Final drawing: all weekly weigh-in drawing names compiled for a final drawing to win the ultimate grand prize

To participate in the drawing each week, weigh at the Health Center or campus Rec Center and then drop your name and weight in the prize box OR weigh at home and email the results.
EDITORIAL: Going Forward

Well, this decade is off to a rocky start for sure. If you’re like me, you’ve been spending time worrying about the future. Expecting the worst, forgetting we’ve all survived hard times before, and ignoring the good things that are happening always are easier than hoping for the best and moving ahead. We all have done enough thinking and talking about bad news. It’s time for us to take the country western song’s advice to “just keep on going as fast as you can” and GO FORWARD.

“We are sometimes so busy taking care of today’s business that we do not take time to consider tomorrow’s business.”
--Dr. Bryan Cole, Strategic Planning Retreat facilitator

Mom always said “count your blessings.” Our VP-Finance has been through this before and has committed decades of his life to protecting his Tarleton family from harm. Our VP-Enrollment Management dedicates seemingly endless time and energy to bringing students here and then keeping them. A born educator, our Provost returned to us with the vision and determination to make Tarleton a 21st century academic institution. And our president knows from personal experience that you can’t move a lighthouse (or change a university) in a year.

During the last eighteen months, this team has been slowly and intentionally aligning four critical processes to prepare Tarleton for tomorrow’s business.

If these efforts fail, the university will remain what it is today. Staying in the same place while everyone else moves ahead means we will fall behind. Falling behind means less money, reduced employment and limited classroom resources. We don’t want to go there.

So where’s your Tarleton Spirit?!!
- Ann

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Keeping it R.E.A.L.
TARLETON STATE UNIVERSITY

February 9: 11-noon & 3–4 p.m.
February 17: 2-3 p.m. & 4-5 p.m.
Room 104 Clyde H. Wells Fine Arts Center

After three years of preparing for the SACS on-site visit, it’s almost time. The SACS team will be here March 23rd – 25th. Feedback from other universities is that SACS is tough, and they really do stop and ask people about the QEP. Some universities have barely passed the test. We are Tarleton. We have Tarleton Pride. Just barely passing isn’t good enough. Besides after all the work we’ve done – and you KNOW how much work it has taken – failing at the last minute would be really dumb.

Think of these meetings as your last chance to study for our final. If you didn’t pay attention before, have forgotten what you heard or have test anxiety, you’ll hear this stuff one more time: program nuts and bolts; how the Keeping It Real initiative will transform Tarleton; and compliance.

Going forward. During Dr. Dottavio’s inaugural address, he stated “our opportunity for distinction is to connect a university education to real-life issues, to effectively link in-class and out-of-class learning.” He will talk at these meetings about the QEP and distinctiveness. Tarleton is staking its future on Keeping It Real.

Knowing what to say to the SACS folks is easy. They’re not testing your ability to read from a card or recite from memory. You use your formal and informal education to deal with real-life issues every day. When/if the SACS team asks you about the QEP, speak honestly from your heart: explain how you apply your real-world experiences to help students become better prepared to deal with real-life situations.
**Tarleton State University Strategic Planning**

**Retreat:** Wednesday, January 13, 2010  
**Attendees:** Tarleton faculty, staff, administrators, and alumni; representatives from Stephenville city government and Stephenville independent school district  
**Facilitated by:** Dr. Bryan Cole, Professor of Educational Administration at Texas A&M University  

**Purpose:** Generate ideas (but not build consensus) to provide comprehensive input for Tarleton’s 2011-2015 Strategic Plan by identifying university-level KEY Strategic factors, reviewing goals and assessing Tarleton’s capacity

**Format:** Tables of six to eight participants brainstormed responses to questions

**Worth remembering**

“Greatness is a matter of choice.”

“Places that hunker down and keep their heads low in bad times go under water. To survive, we must become more creative and proactive.”

“When a plan fails, people get blamed when really the system was at fault. The system must change (or the right system be put in place) before people are expected to change their behavior.”

“Any organization that tries to become all things to all people eventually becomes nothing to anyone.”

“Every organization that strives for excellence must define its goal and map how it will get there. Random acts of improvement don’t get you very far. To succeed, you need a cohesive group working toward a common goal.”

“The proactive decisions we make now will determine how Tarleton is managed tomorrow.”

And a great way to silence long-winded people!

**Questions**

1. What are 3 to 5 KEY CHALLENGES Tarleton will face during the next six years?
2. Who are our KEY CLIENTS/STAKEHOLDERS? What are their needs and expectations?
3. Within the client/stakeholder groups, are there particular SEGMENTS that are especially important?
4. How do the GOALS recently approved by the University Planning Council relate to the Key Challenges and Key Client/Stakeholder needs and expectations? Will accomplishing these goals meet the Challenges, needs and expectations?
5. Do Tarleton’s present SYSTEMS, PROCESSES and INFRASTRUCTURE have the capacity to achieve the goals? What changes must be made? What new systems, processes and infrastructure need to be put in place?
6. Do our present FACULTY and STAFF have the capacity to achieve the goals? What changes must be made to achieve the goals? What new faculty and staff must be put in place to achieve the goals?
7. Should any goals be considered for REVISION based on answers to the questions above? Do any new goals need to be added?
8. Given the key Challenges, key Client/Stakeholder needs and expectations, and the capacity of our systems, faculty and staff, is there anything Tarleton SHOULD STOP DOING over the next five years?
9. What other input should the University Planning Council have as they move forward?
Strategic Enrollment Management

We need to remember why we’re here: because students choose to attend Tarleton. Times have changed. It used to be that the gates were always open and we could assume students would plan to come to Tarleton. Now community colleges offer less expensive classes closer to home, students can get a degree online, and we compete with recruiters from fifty universities at high school College Days. We must manage our growth taking changes in Texas’ population into account: 2000 and 2006 census data from the major counties from which we draw students shows the Hispanic population grew 30% compared to a 1% increase in the white population. To keep students walking through the gates, we must know more, get better at what we already do, and learn how to do new things.

You’ll be hearing a lot about “Noel-Levitz.” Noel-Levitz associates are recognized experts in enrollment management who are helping us understand how to more effectively attract and retain students. In the upcoming months, Noel-Levitz will:

1. Host focus-group sessions with students, faculty and staff to help analyze the perceptions we have about Tarleton.
2. Help us determine if scholarships and financial aid are giving Tarleton students the maximum aid for which they’re eligible.
3. Analyze how our present resources can be used most efficiently.
4. Suggest ways to improve our retention rates and thereby also eventually improve graduation rates. Our retention rate for freshman who return as sophomores has been relatively constant for a long time.

Bottom line: recruiting students, enrolling them, keeping them here until they get their degrees, and then continuing their participation in the Tarleton family must be everyone’s top priority. The Environmental Services worker teaching freshmen how to wash clothes, cashiers teaching them how to write checks, a departmental secretary explaining how to find a faculty advisor, landscaping crew chiefs showing students how to use a lawnmower, Student Success program staff teaching basic study skills... everyone is part of the strategic enrollment management effort.

POO Say: Remember to smile at students.

Updated Staff Employee Recognition Awards Process

President Dottavio has approved an updated Staff Employee Recognition Award process developed by a task force that began work last spring. Task Force members are:

- Stan Swam, Human Resources – Chairman
- Coby Kestner, Media Relations
- Jim Looby, Student Publications
- Pat Morningstar, Office of Diversity & Inclusion
- Angie Nimmo, Career Services
- Terry Pritchett, Building Maintenance
- Donna Savage, Library

The updated program offers three awards – Horizon Award, Impact Award, and Quality Service Award – to recognize staff members who clearly go beyond their normal job duties and demonstrate behavior described in award criteria listed on the following page. Staff, faculty and students may nominate a staff member.

A standing university Staff Employee Award Selection Committee will review the nominations. Committee members will be:

- One representative from each vice president area (Academic Affairs, Enrollment and Information Management, Finance and Administration, Institutional Advancement and Student Life) plus Athletics. The vice-presidents and the Athletic director will appoint their representatives.
- Award recipients from the previous year.
- An ex officio Human Resources person to determine whether the nominee meets eligibility criteria.
- Additional members as deemed appropriate by the chairman.

Selection Committee recommendations for the top three nominees for each award will be forwarded to the President’s Executive Leadership Cabinet for final review. The Cabinet will recommend a finalist for each award to President Dottavio for his approval. The Staff Council Employee Recognition Committee will be responsible for announcing and celebrating the awards.

The Employee Recognition Task Force is continuing to work on a campus-wide immediate recognition program and a teamwork award.
## Horizon Award
- Volunteers time or resources to work on improvement projects on the Tarleton campus or outside the university community
- Serves as an active member of an organization that gives Tarleton students opportunities to become active in community service
- Volunteers time or resources to help with Tarleton events outside his/her normal job duties (for example, taking tickets at the rodeo, accompanying students on a school related trip)
- Volunteers to serve on a task force or committee within the University
- Contributes to student success
- Serves as a role model, coach, friend or advisor whom people ask for help and support
- Helps others succeed in their careers.

## Impact Award
- **Problem solving/responsiveful**
  - Uses alternate methods or comes up with a creative solution to a problem
  - Takes initiative in absence of supervision
  - Overcomes obstacles and works well under unusual circumstances
- **Cost savings**
  - Identifies innovative ways to save finances
  - Initiates preventative measures or ways to save resources
  - Performs job in a way that saves the university money, time and/or materials
- **Safety**
  - Identifies and corrects potential safety issues in the work area and across the University
  - Takes actions to prevent injury to employees
  - Makes recommendations for improving safe work practices

## Quality Service Award
- **Goes the extra mile**
  - Takes actions beyond normal job responsibilities to fully meet customers’ needs
  - Creates a positive impression and experience
  - Resolves conflicts or problems and demonstrates concern for customers
  - Anticipates potential problems and acts to prevent or mitigate them
- **Dedication**
  - Exhibits passion for his/her job
  - Represents the whole university, not just his/her department
  - Voluntarily seeks opportunities to support university activities
- **Positive attitude**
  - Maintains an open, genuine and helpful attitude even when faced with conflict
  - Encourages others to perform at their highest level
  - Maintains a spirit of helpfulness recognized by people from both inside and outside Tarleton
  - Personalizes service by caring for customers as individuals
- **Civility and integrity**
  - Respects others
  - Makes others feel valued
  - Contributes to mutual respect, effective communication and team collaboration
  - Treats others fairly and truthfully
- **Tarleton spirit**
  - Demonstrates pride in being part of Tarleton by, for example, ensuring the campus provides a positive experience for anyone entering it or representing Tarleton in a professional and positive manner when interacting with people outside the University
  - Actively supports Tarleton activities outside normal job duties
  - Displays Tarleton pride on and off campus

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**To be nominated, an employee**
- Must be a Tarleton State University employed in a full-time budgeted position. (Employees who retired during the 2009-2010 academic year are eligible for nomination.)
- Must be in good standing with their department and the University as evidenced by a current satisfactory performance appraisal.
- Must be clearly exceeding his/her normal job duties.
- Must not be at or above the vice president or equivalent level. However, staff who are associate or assistant vice-presidents are eligible.

**To nominate someone:**
1. Complete the nomination form emailed with this bulletin or available from the Human Resources Department (Administration Annex) or on the Staff Council website [www.tarleton.edu/staffcouncil](http://www.tarleton.edu/staffcouncil).
2. With the nomination form, provide a detailed description with examples showing how your nominee has demonstrated some or all of the criteria listed for one of the awards.
3. Attach at least one – and as many as three – letters from other people supporting the nomination.