

PASO/SSO Committee Meeting
Friday, February 22, 2019
Macon Cove Campus, ML 254
10:00 a.m.

Present: Edward Ashworth, Clint Norwood, Robert Jackson, Rhonda Martin, Nikita Ashford-Ashworth, Tilicia Washington, Brenda Williams, Dr. Jennifer Townes, Kariem-Abdul Salaam, Brenda Williams, Barbara Helton, Acting Secretary
Absent: Tujuana Douglas, Lana Harris, Amy Shead, Elizabeth Wilson

The PASO Meeting was called to order at 10:10 a.m. by PASO Vice President, Clint Norwood. Mr. Norwood turned the meeting over to PASO President, Edward Ashworth. Mr. Ashworth announced that the Selection Committee for the Employee of the Month consists of: Dr. Jennifer Townes, Elizabeth Wilson, Phyllis Mackey, and Tresa Danley. It was stated that Nikita Ashford-Ashworth will fill in for Ms. Danley.

The first order of business is to select an Employee of the Month (EOM) for the month of March and decide how we want the information to go forth. Sherman Robinson was selected as the EOM for February. There were four individuals nominated, but one nominee was nominated by two nominators. The nominees were: Ronald Claxton, Monica Crawford (2), Christie Rodgers, and Phoenix Worthy. Christie Rodgers, nominated by a student, is an adjunct faculty. Therefore, adjunct faculty members are automatically disqualified.

The next order of business was to review the PASO website, beta.southwest.tn.edu/paso. It was initially asked of the group to print out the website, peruse it, and provide feedback. However, president Ashworth suggested that the group review it now so that changes can be readily made sooner. The following modifications were suggested:

- Move the presentation sentence to the Employee of the Year section.
- Under “Eligibility”, referencing the last bullet point, delete the words, ...who report to a vice president or the president and faculty.
- Add the following under Presentation: Nominee will be contacted by the Committee via a you have been nominated email. The nominee must respond with a good day to get their picture taken and their availability to receive the award.

Clint Norwood will publish the edits.

It was discussed that an EOM name and dashboard card for the person’s car needs to be created. Also, it was suggested a lunch/breakfast five-slot punch card or ticket with daily amounts listed should be created. Kariem Salaam informed of the procedure used with M.O.S.T. students. A printout ticket with the amount of ticket is utilized. Conversation ensued. Robert Jackson stated that he will create a card for the EOM.

Edward Ashworth reported that he personally emailed the nominations to the Selection Committee for voting purposes, but only received nominations from one committee member, namely Elizabeth Wilson. A change was instituted. It was decided that voting

will take place in the event the committee members are unavailable. Considering that Elizabeth Wilson fulfilled her obligation and submitted her choices, Dr. Jennifer Townes, and Nikita Ashford-Ashworth were enlisted to make a selection of the EOM for the month of March, consisting of a committee of three. The scoring process utilized was: choice #1 = 3 points; #2 = 2 points, and #3 = 1 point. Ron Claxton received seven points; Phoenix Worthy received six points, and Monica Crawford received five points. Therefore, Mr. Ronald Claxton was selected as the March Employee of the Month. It was determined that this scoring process will be adopted going forward. The deadline for nominations is the 15th. It was also determined that Committee members who are present on a given date will vote using this rank order, starting next month (March).

Other Business:

Tilicia Washington is scheduled to conduct a professional development and was asked to send the title of the presentation, description, who, what, etc.

President Ashworth remarked that other items that the Committee talked about and discussed are not going unnoticed or on deaf ears, referencing creating cross-training opportunities. He also stated that Dr. Brown is working on an incentive.

Mr. Ashworth announced that Tracy Benson, Support Staff, has agreed to become the new secretary. A thank you was extended to Barbara Helton for acting as interim secretary until a new secretary was enlisted.

Survey for professional development will be conducted by LaToya Andrews.

Regarding cross-training platform: It was announced that Michael Rounds, faculty, presented communication seminars. Dr. Jennifer Townes has a tentative list of presentations directly for staff and will send to PASO so that it can be disseminated – specific to work SSO do. Clint Norwood will send out a follow-up email and will incorporate the list.

Next meeting: List of actionable items with deadlines.

Adjournment was at 11:22 a.m.