

# Help Celebrate our Classified Staff

via the Classified Employees Personnel Advisory Committee (CEPAC)

## Spotlight Program

CEPAC's "Spotlight Program" is designed to promote the classified staff contribution to the mission, goals and accomplishments of the University, and to celebrate staff achievement. Through short, photo-features on its web site, CEPAC will offer all of MSU the opportunity to get to know the staff - both on campus and at its various locations across the State.

Spotlight submissions are welcome from anyone (eg. co-workers, supervisees, supervisors of classified employees, students, faculty, professionals/administrators) featuring an individual, or group of employees.

Possible areas of focus might be:

- Customer service
- Student recruitment and/or retention
- Contributions to the campus community
- Academic support
- Grant and/or research activity
- Services with an off campus/state-wide impact (eg Extension, 4H, Research, K12)
- Campus maintenance, improvement and expansion (physical, technical and/or financial infrastructure)

In your Spotlight submissions (individual or group/team features are welcome), please include:

1. Any, or all, of the following:

- a brief description of the staff member(s)'s job
- the qualities/circumstances which prompted submission to Spotlight
- particular challenges of the job
- unusual service/responsibility – aspects of the job description that aren't obvious
- years of service, etc
- something of personal interest the staff member(s) may wish to share
- a photograph (preferably digital via CD or e-mail, but good quality prints may be scanned)

2. The name and contact details of:

- the staff member(s) "in the spotlight"
- the staff member(s)'s supervisor(s)
- the person submitting the information

*CEPAC will secure employee authorization for publication of each Spotlight submission and photograph, and obtain supervisor approval. Please see below for feature publication criteria.*

**For further information, or to submit a Spotlight feature,  
please contact:**

**Sara France, Administrative Associate**

**CEPAC**

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## Feature Publication Criteria

In conjunction with the information offered above, CEPAC's priority is to spotlight employees who consistently and positively contribute to the university in at least one of the following ways:

- makes significant contributions to team efforts and morale
- exhibits a positive and constructive work ethic
- has ideas that help improve or enhance quality or productivity
- exceeds customer service expectations
- provides a very positive, professional image for the department or the university as a whole.

CEPAC reserves the right not to publish features which it considers to fall outside these parameters.