

Staff Council Notes  
April 27, 2010

In attendance: Craig Turnbull, Amy Williams, Peggy Mason, Kim Smith, Karen Setliff, Penny Rice, Bridgette Gibbs, and Sharon Newsome.

Craig Turnbull called the meeting to order and moved to first item on the agenda.

There was a discussion regarding Staff Council By-Laws and Council has agreed that the by-laws need to be reviewed. Amy Williams is currently in process of reviewing other non-profit by-laws and will bring those to a future Council meeting for further discussion by the group.

A Council member posed the question as to whether salary increases are linked to staff evaluations. There was some discussion on the matter, it was then recommended that a discussion be had by the Chair and Dr. Turner requesting permission for each staff member to turn into their supervisor (to sign) a complete and accurate job description by June 1st... In lieu of a staff evaluation. They have not occurred in a two year period for many departments. This would allow for a more fair decision as to pay raises, should they be granted during the Fall 2010 semester.

Craig re-iterated changes for staff groupings. Group 1 consists of the Business Office and Financial Aid; Group 2 consists of Public Relations, Human Resources, Development, President's Office and the Center for the Environment. Group 3 consists of Maintenance, Grounds, Office of Waste Management and Recycling; Group 4 consists of Admissions, Health Services, Student Affairs, Registrar's Office and Post Office; Group 5 consists of Public Safety Office; Group 6 consists of Housekeeping; Group 7 consists of Provost Office, Education, SEGS, Music, Chaplain; Bio/Chem and Ketner School of Business. Group 8 consists of Computer Services and the Library; Group 9 consists of Physical Education and Group 10 consists of Field House. After reviewing the groups, we found that there was no representative for housekeeping on Staff Council. There was a discussion of moving Housekeeping to Group 3. Other changes discussed for staff grouping were: Combine groups 9 and 10 (Physical Education and the Field House), Combine group 3 and 6 (Facilities and Housekeeping) and move Student Affairs from group 4 to group 5 (Public Safety) and move CENV from group 2 to group 3.

Another change not mentioned above is Bridgette Gibbs moved from Facilities to Public Relations.

The replacements for staff members rotating off Staff Council are:

Amanda Lanier replacing Kurt Cribb  
Rodney Rymer replacing Richard Pickle  
Ray Porter replacing Jean Wurster  
Rashad Smith replacing Lisa Hilliard  
Ginger Hamric replacing Peggy Mason  
Mike Eden replacing Craig Turnbull

Group 7 has 2 nominees (**Ann Dunn won the vote** and Ann Clifton). Group 7 will vote and Craig Turnbull will notify Staff Council of who will serve for this group.

Eric Nianouris will represent Housekeeping in Group 3 (replacing Allen Hinson)

Amy Williams was approached regarding Staff Council coming up with a set procedure for honoring employees when they leave the College for other opportunities. Recently, a couple of employees left and nothing was sent out by the department or Human Resources to let the College Community know that that person has left. Retirees will continue to be honored once a year.

Amy Williams gave an update on the staff mentor program. She commented that the mentor packets are done for any new employees, mentor guidelines are being updated and training sessions will be announced soon. After a brief discussion, it was decided that a sub-committee for Staff Mentors would continue to take care of information for the mentor packets and mentor assignments.

The next Staff Council meeting May 25 in the Whitener Room at 11:00 a.m. At this meeting we will welcome new members and have a covered dish luncheon.

Sharon Newsome  
Recorder