

Minutes of the Staff Council Meeting of July 24, 2007

Present: Bob Casmus – Chair, Brenda McIntosh, Karen Setliff, Lisa Hilliard, Craig Turnbull, Dawn Snook, Jane Snider, Jean Wurster, Richard Pickel, Kurt Cribb and Tonia Black-Gold – President’s Cabinet Liaison

The group discussed the focus of the task at per the Staff Evaluation form. The goals would be to make the new form less vague, possibly add goal setting, have a rating system and be tied into pay raises. Reviewed today was the Roanoke College staff evaluation form. The group liked the aspect that the staff member is able to provide written notation of the job/position in regards to likes, dislikes, ways to improve, hindrances etc. The group also likes on the evaluation form the aspect of ‘dealing with students’. Also noted was the area of leadership, professional development and supervisory skills.

One key element came from discussion today was that we should not “re-invent the wheel” if our work to improve the evaluation form is not taken into account per pay raise and promotional aspects. Bob Casmus is going to meet with Dr. Knott to clarify the College’s philosophy on this issue. As a group we also would like to meet with Dr. Knott to discuss some ideas and concerns.

Our next meeting will be in September with a tentative date of 9/18/07 at 11:00 AM. Staff Council members are to put this date on your calendar for now. A hard-fast date will be in place pending Dr. Knott’s availability.

It is imperative at the September meeting that we have ALL members of the Staff Council present as we will be electing the chairman elect. Also noted and discussed today were the New Staff Orientation process and the Mentor program. Mentor training will take place from 1:00-2:30 PM on 8/14/07 – same day as the Fall Conference meetings in the morning. Staff Council members should encourage members in their grouping to become involved with the Mentor program.

Prior to our next meeting Staff Council Members are to review one last time the Roanoke College evaluation form and the Birmingham Southern College form.