

Meeting Minutes of the Staff Council of 4/25/07

Present: Bob Casmus, Susan Agner, Chris Walden, Brenda McIntosh, Craig Turnbull, Suzanne Wilson, Dawn Snook, Jane Snider and Richard Pickel

Discussion took place on the excellent response of nominees for the Louise Tucker Award and the President's Award for Staff Excellence. The group also briefly discussed that it was nice to so many staff members in attendance at the Full Staff Meeting held on 4/24/07. The current project being worked on is reviewing the procedures for Staff Evaluations. The 10 sister-like or aspirant institutions will be researched as to their policies and procedures for the staff evaluation process. Everyone is to make copies of their findings to share with members of the Staff Council.

Bob Casmus – Lenoir-Rhyne College, NC
Suzanne Wilson - Roanoke College, VA
Dawn Snook – Austin College, TX
Brenda McIntosh – Birmingham Southern, AL
Chris Walden – Hendrix College, AR
Susan Agner – Wofford College, SC
Richard Pickel – Centre College, KY
Lori Sipes – Presbyterian College, SC
Kathy Welborn – Rhodes College, TN
Marsha Safrit – Milsaps College, MS

We reviewed the Catawba College Staff Evaluation Form and believe it to be too vague and not specific to job requirements, no follow up is done per a good or bad evaluation, no goal setting is involved, pay increases are not reflective of the evaluation process and there is no rating per category. Our goal is to come up with a new evaluation form that is more specific, does have a rating system, has a goals/objective aspect and hopefully ties into pay increases and that follow-up is done per a good or bad evaluation by the supervisor.

Additionally we will look into a supervisor evaluation form or process when the current task is completed.

Our next meeting will be Wednesday, May 30th, 2007 in the Hayes Field House.