

Minutes
Staff Council
September 6, 2005

Members in attendance:

Chris Walden, Susan Agner, Sylvia Chillcott, Bob Casmus, Marsha Safrit, Kathi Welborn, Lori Sipes, Elaine Carothers, Suzanne Wilson

Service awards were discussed, specifically the cut-off dates for inclusion for the awards. Susan Agner has spoken with Marsha Safrit concerning the dates that were determined by the sub-committee that set up the service awards. Marsha also spoke with Larry Farmer to discuss the complaints from faculty. Faculty will have one date as an anniversary date and staff members will continue to use their hire date as an anniversary date. This issue came up as some faculty have a September hire date, but would like to receive their awards based on an August hire date.

Chartwells update: Gordon Kirkland, Nan Whitley and Susan Agner met with Chuck Williams and Dr. Knott about the quality of food being served to the students. Susan spoke with the SGA president to get information on the student committee meetings. Gordon and Nan will attend one of these meetings when we get a time and date.

New staff handbooks are available on CatLink. We will discuss the handbook at the next meeting.

Staff Council Committee is listed incorrectly in the new staff handbook.

These committees need additional members:

- 1- Louise Tucker Staff Council Award & President's Award for Staff Excellence
- 2- New Staff Orientation Committee
- 3- Salary Research Committee (later in October, 05)

Kathi Welborn will join Nan and Gordon on the Chartwell Committee.

Lori Sipes will join Elaine Carothers and Tracie Hummel on the 'Mentor a Freshman' committee. Elaine will ask Joyce Caddell to attend one of the Staff Council meetings to discuss the possibilities for this project.

On November 3 or 10th, there will be an 'All Staff Meeting'. Susan will check with Linda to see which date will work best for Dr. Knott.

We still need information on the tuition exchange program to be easily available for staff and faculty to access.

Bob Casmus asked about the staff life insurance and if the amount 'rounded up'. Susan will need to get this information and relay how it will be done.

Thursday, Oct 20 will be the next Staff Council meeting. Susan will let us know where we will be meeting. Bob Casmus is checking on a location for us.

Elaine Carothers has previously asked Lori Sipes on the best way to address campus mail. To assure that the campus mail piece arrives in a timely fashion is to have the first and last name and the department name is included on the envelope.

Suzanne Wilson was asked if there were any updates on the New Staff Orientation. One new staff member, Willa Mays, is the first person to go through this new program. Susan Agner gave kudos to Suzanne for a job well done on this program.

Larry Farmer has a new form that he will be handing out as we employ new folks. This form contains information that will be entered into the administrative system. This data is necessary to create computer accounts, generate email directory information, and generate telephone directory information.