Staff Council Meeting Minutes Tuesday, November 20, 2012 at 11:00am

The meeting was called to order at 11:02am by Chair, Bridgette Gibbs.

Those in attendance were: Ann Clifton, Michael Eden, Shane Flowe, Bridgette Gibbs, Lindsey Griffin, Bonny King, Rodney Rymer, Alexandra Watts, and Amy Williams.

The October 2012 meeting minutes were reviewed and approved by Amy Williams and seconded by Ann Clifton.

Alexandra Watts provided the first Staff Council Treasurer Report and provided an update on the Staff Council **Halloween Costume-4-a-Cause**. When all of the funds are submitted there will be a total of \$80.00. That will mean that Faithful Friends Sanctuary will be provided \$30.00, Rowan Helping Ministries will receive \$25.00, and \$25.00 will remain in the Staff Council account. She thanked everyone that did participate in this fundraiser.

Bridgette reported that although the drive for **Hurricane Sandy Relief** for the Neptune, NJ area was short (two days) it was successful. Kyle Hendrick delivered the donation and was told that it was one of the largest donations that had been submitted at that time. They were very appreciative and thanked Catawba College for our assistance during the difficult time.

Today is the last day of the **Furry Friends Drive** – November 12-20, 2012. Bob Casmus will pick up the items for delivery on the morning of Monday, November 26th to take to the Faithful Friends Sanctuary. Donations are coming in at a steady rate.

Staff Development Programs were discussed:

- 1. The **Alexander Technique with Professor Missy Barnes** will take place on Thursday, November 29 from 1:30-2:30pm in the Hurley Room. There has been a staff e-mail invitation for attending this with a request of RSVP. There has been a good response so far but still have a few open slots.
- Second showing of Frontline Staff "Creating a Culture of Service Excellence" Which date
 do you prefer this to take place? Monday, December 3 from 3-4:30pm or Wednesday,
 December 5 from 3-4:30pm. It was decided that this would take place on Wednesday,
 December 5 from 3-4:30pm. An e-mail will be sent out for this and will request an RSVP for
 those that are interested in attending.

Bridgette shared that the Staff Handbook was not shared for approval of the Board of Trustees at the October 2012 meeting. It should be submitted for approval during the Board of Trustee meeting in February 2013.

We then discussed times of next semester's meetings: Tentative dates are below.

Tuesday, January 15, 2013

Tuesday, February 19, 2013 (Will depend on Board of Trustee agenda on location)

Tuesday, March 19, 2013

Tuesday, April 16, 2013

Tuesday, May 21, 2013

We decided to move the meeting time in January and February to 10:00am to see if more members will be able to attend. It will be determined at the February meeting if we meet at 10:00am or 11:00am for the remaining of the semester meetings.

We discussed the Mentor Program and assigned needed Mentors to the remaining new hires. We will get the Mentor Program back on track in the future but to take care of the new hires Bridgette Gibbs will mentor Kyle Hendrick, and Andie Lynch. Michael Eden will provide packets and guidance to Jordan Clodfelter, Kelli Hand, and Michael Burnett.

Bridgette asked if there were any other items to be discussed at this time and no one brought up a concern.

The meeting was adjourned at 11:29am.

Respectfully submitted by Bridgette Gibbs.