

Catawba College
STAFF COUNCIL
July 26, 2011
11:00 AM - Whitener Room

Council Members in Attendance: Amy Williams (Council Chair), Christy Clifton, Ann Dunn, Mike Eden, Shane Flowe, Bridgette Gibbs, Rodney Rymer, Kim Smith, Michael Swan, and Alexandria Watts.

Amy Williams, *Council Chair*, called the meeting to order at 11:05 AM.

By-Laws:

The newly approved Staff Council By-laws are in effect as of the beginning of the current fiscal year. Members of the Council were asked to note the attendance expectations and requirements.

Staff Development Programs:

Feedback from 2010/2011 Staff Development programs:

The Technology Petting Zoo was the most popular of the Staff Development programs sponsored by the Council during the 2010/11 academic year. It was suggested that we might repeat this program. Rodney Rymer agreed that it would be good to gather the “gadgets” together again, for those Catawba faculty and staff who were not able to come last time or those who would like to come again.

1. **Technology Petting Zoo II** – Arbitrary date – November 2011.
2. **Budgeting Personal Finances** – Darin Spencer – September 2011.
3. **Visual Arts and Crafts Expo** – Kim Smith’s husband – October 2011.
4. **Tailgating Tips** – Cyndi Wittum
5. **Leisure Sports Activities** – Tennis, Golf, Cycling, Swimming (etc.) - Spring 2012

Rowan Helping Ministries Collection Drives:

Council members agreed that the Campus Wide Rowan Helping Ministries Collection Drive should be continued during the 2011/12 academic year. Dates for the drives will be set up.

Faithful Friends Animal Shelter Collection Mini-Drive:

This year Staff Council will be sponsoring mini drives to benefit the Faithful Friends Animal Shelter. Dates for these drives will be arranged. Among the items needed are pet toys, pet food, and old towels.

Performance Appraisals:

Most staff supervisors have stopped doing performance appraisals on the staff members in their department. The Staff Council would like to see staff performance appraisals reinstated.

- Performance appraisals do not necessarily lead to merit based pay increases.
- Current performance appraisals are good to have on file
- Supervisors change. Therefore, it is not a bad idea to have a current update done by a staff member’s prior supervisor in their human resources file. Other items should also be on file in each staff member’s folder.
 1. Updated vita
 2. Updated job description
- If there were performance concerns it would be good for the staff member to find out about them through the appraisal process.
- Staff Council could recommend that performance appraisals by supervisors be either required or optional

Dr. Oxendine, *Interim President of the College*, who attended the meeting, stated that he liked the idea of performance appraisals by supervisors. Information contained in these reviews could be helpful when making a decision on whether or not to retain a staff member who receives constant negative reviews from his/her supervisor.

Dr. Oxendine will look into making the recommendation to administration and faculty that annual performance appraisals for each staff member in their department be resumed.

Remarks by Dr. Oxendine:

All full-time Catawba employees will be entitled to eat one meal per week free in the cafeteria. Faculty and staff wishing to take advantage of this opportunity must show their college ID when entering the "Caf."

The updated Smoking Policy will be presented to the faculty and staff at the Fall Conference meetings on August 8.

Enrollment is up over last year. The dorms are filled to capacity. Dr. Oxendine has a good feeling about retention of current students as well. He does not anticipate the retention problems the college faced at the beginning of Fall 2010.

When asked if the college is making progress toward becoming more financially stable, Dr. Oxendine stated that he felt good about our financial position going into the Fall semester if we make our projected numbers.

Successful Summer Socials:

Thanks to help and support from the President's Office the Staff Council presented social gatherings each month during the Summer session.

- Watermelon Feast
- Ice Cream Social
- Peach Short Cake
- Hot Dog & Tomato Sandwiches

Ideas for Fall Social Gatherings:

These gatherings will probably not take place as often as the social gatherings offered during the summer months.

Ideas presented:

- Hot Cider
- Pop Corn

Respectfully Submitted

Ann Dunn
Staff Council Secretary