

**Staff Council Meeting Minutes**  
**Wednesday, March 28, 2007**

Members in attendance: Bob Casmus, Allen Hinson, Richard Pickel, Marsha Safrit, Chris Walden, Kathi Welborn, Lori Sipes, Suzanne Wilson, Nan Whitley, Jane Snider, Craig Turnbull, Brenda McIntosh, Dawn Snook, Susan Agner, and Tonia Black-Gold (liaison).

Members voted on the nominees for the President's Award for Staff Excellence and the Louise Tucker Staff Council Award. Nomination information was available for members to view before the voting process. Ballots were collected by Bob Casmus and counted after the meeting with assistance from Brenda McIntosh.

Tonia asked about nomination turnout for this year and what process was used to narrow down the nominations to three for each award. It was explained that a sub-committee composed of Marsha Safrit, Chris Walden, Brenda McIntosh and Bob Casmus met and reviewed the information and selected the top three candidates for each award. Bob relayed to the group that the number of nominations increased this year and the sub-committed was pleased with the participation.

Larry Farmer was invited to attend the meeting to review and explain the leave of absence information, specifically the Family Medical Leave Act of 1993. The information that he spoke about is listed in the Staff Handbook on pages 37–40. Larry answered questions from the group on when to use FMLA, how vacation, sick leave, and personal days were used (if any specific order) when using FMLA, short/long term disability benefits, and job security during leaves of absence. Larry requested that all staff members notify him of events that qualify for FMLA if you will be unable to perform your job for more than 24 hours.

The group also asked Larry about better dental insurance and he informed us of the research that he is doing and will let us know when he has specific information.

Susan asked Bob to talk with the administration to see if it would be possible to review unused vacation time and the "roll-over" procedures. This would be beneficial to staff members who have difficulty in taking time off due to the nature of their job responsibilities.

Bob reminded members to bring their staff evaluation process information from our aspirant institutions at the next meeting, Wednesday, April 25, 2007 at 11:00 am. We will again use information from these schools to determine how to improve the current process used at Catawba.