MINUTES
STAFF PERSONNEL COMMITTEE MEETING
AUGUST 31, 2004

MEMBERS IN ATTENDANCE:

Jan Gillean
Carolyn Peeler
Suzanne Wilson
Joe Endres
Sylvia Chilcott
Jane Young
Marsha Safrit
Bob Casmus
Dacia Cress
Elaine Carothers
Nan Whitley
Susan Agner
Tracie Hummel

The meeting opened with a welcome to Sylvia Chilcott, our newest member. Sylvia will be replacing Ryan Haglan as a representative and will be representing the Public Safety Grouping.

Susan spoke with the group concerning making the committee a permanent fixture here on campus, she will be arranging a meeting with Dr. Knott to discuss this possibility.

Susan asked that the committee decide whether they wanted to follow strict parliamentary procedures or continue to use the informal setting that meetings had been following. The committee decided to continue on the more informal basis.

Goals for the upcoming year were reviewed including:

- Life Insurance Coverage Increases
- A Revision of the Tuition Waiver for Staff
- A Full-Staff Meeting
- Orientation of New Employees
- Parking Issues
- Nominations/Procedures for President's Staff Award
- Improved Groupings for Staff Committee Representation

The committee has been asked to look over these goals prior to the next meeting to see which sub-committees they would be interested in serving on.

A new liaison was voted on for the committee. Chuck Williams has been chosen. The liaison will be invited to select meetings throughout the year and will represent the committee with the President's Council.

Susan asked that Dacia remove the membership criteria for the committee from the website as it is in a state of change. The staff groupings, after approval, will be listed on the website. Marsha has suggested that LifeLong Learning needs to be represented on

the committee. Copies of the current groupings were passed out to committee members and members are asked to review and make suggestions for changes at the next meeting.

Elaine and Suzanne reported on the Support Staff Committee.

- Opening Convocation will be this Thursday at 11:00, all are asked to attend
- October 18-19 will be Fall Break
- A Trustee Meeting is scheduled during Fall Break, students may be needed to
  lunch with the trustees
- October 30th will be a Fall Discovery Day
- December 1 will be the Annual Tree Lighting Ceremony
- Dr. Knott has approved the use of only 6 benefit days at Christmas for the 7 day break
- Scheduler Plus has had some network problems, however, they are being addressed.
- The next Support Staff Meeting will be held September 8th at 3:00 in Admin. 228. Everyone is welcome to attend.

The subject of post bacc staff members being charged for additional classes was introduced. Marsha will work on this with the Tuition Waiver Committee. A copy of the rules for Tuition Waiver have been handed out to members for review.

The next meeting has been scheduled for September 16th at 10:00 in the Hurley Room.