

**MINUTES
STAFF COMMITTEE MEETING
MAY 13, 2004**

MEMBERS IN ATTENDANCE:

Suzanne Wilson
Ruth Goodnight
Dacia Cress
Tracie Hummel
Susan Agner

Joe Endres
Kay Wagoner
Ryan Haglan
Bob Casmus

Ryan reviewed the minutes from our last meeting and they were approved.

Ryan spoke about the President's Staff Award nominations and how the process went. The criteria for next year will be discussed at a later date along with the possibility of a larger meeting of staff personnel using ballots.

Suzanne spoke about parking problems with library staff that work late hours on Life Long Learning nights. They have spoken with Sylvia Chilcott about the problem and possible solutions. Other members mentioned other areas on campus that have similar problems such as the Field House and Admissions. The suggestion was made that closing the Admin circle might help with some of the parking issues along with closing around 8 spaces of the chapel circle. The suggestion was made that someone should speak with Gary Freeze about support from the faculty for the proposal.

Dacia proposed some staff enrichment activities to help get faculty and staff together outside of the college. Ryan will mention this to Dr. Freeze to see if there is any interest.

Ryan spoke about his meeting with Dr. Knott concerning Life Insurance increases. He asked for copies of the information we collected from sister institutions to be presented to Larry for presentation to the Board. Dr. Knott indicated that Larry would need to present the proposal since he's over Human Resources.

Ryan also spoke about the representative from our committee at Trustee Meetings. We will be making a decision about who should attend and the meeting nears.

Suzanne mentioned the Staff Orientation plan that the Administrative Committee has been working on. This plan would include a tour and introductions. A procedure manual is being put together at this time.

Ryan spoke of goals for the committee for the upcoming year and asked for suggestions. The goals mentioned are as follows:

1. nominations for President's Award

2. Community enrichment
3. Life Insurance proposals
4. parking issue
5. a full staff meeting
6. orientation

The next meeting is scheduled for June 29, 2004 at 10:00 a.m.