

**MINUTES
STAFF COUNCIL
NOVEMBER 9, 2004**

Members in Attendance:

Elaine Carothers
Jane Young
Jan Gillean
Ruth Goodnight
Suzanne Wilson
Carolyn Peeler
Bob Casmus

Tracie Hummel
Dacia Cress
Marsha Safrit
Susan Agner
Kay Wagoner
Brenda McIntosh
Nan Whitley

Susan spoke about the Full-Staff Meeting on November 4th. We had good attendance at the meeting and have had good feedback so far. Maintenance has requested representation from their area, as members rotate off in 3 months the council will look into replacing one of those members with a member from maintenance. The suggestion has been made that reports from subcommittees be limited for the next meeting as some in the audience were losing interest and there wasn't enough time for question and answers. Some concern was also expressed that the President's Council was not represented at the meeting.

From Dr. Knott's speech, members of the council decided a name change was in order to align the committee more with the Faculty Senate than the Faculty Welfare and Enrichment Committee.

Several good suggestions for the name change were made, they are as follows:

Delegation for Staff Wellbeing
Senate for Staff Wellbeing
Council for Staff Wellbeing
Staff Council
Staff Policies and Procedures Council

After a vote from council members Staff Council was selected as the new name.

The question was raised as to whether or not the Statement of Purpose would be included in the new version of the Staff Handbook. Susan has requested that it be included to make the council a permanent fixture here at Catawba. Some concerns were also raised about the council having the opportunity to review the changes to the handbook prior to printing. The handbook is with the college's lawyers at the present time.

Susan provided the council with a copy of the Faculty Senate's statement of purpose and guidelines so that we could review our statement and make any changes necessary. Bob Casmus had several suggestions for review. The committee agreed to the following change in wording:

This committee will examine issues and policies and make recommendations for college policies and practices as they affect the Catawba College staff, to include but not be limited to the following:

- A. the recruitment and orientation of new staff
- B. staff benefits and welfare
- C. staff development programs

- D. the coordination and promotion of interdepartmental working relationships across the campus
- E. the coordination and fostering of a better working relationship within the College community, including students, faculty, and administration

Dacia presented a handout for the Length of Service Award to be included in the Staff Handbook. Some small suggestions were made and the article was approved.

We received a suggestion in our suggestion box from the full-staff meeting concerning the corner of Yost and Summit. A staff person commented on the danger of pulling out at that corner because of a limited view due to parked cars. Jan indicated that since both streets were not in the college's jurisdiction we would have some trouble taking care of the problem, however, we can submit the information to Sylvia and the Parking and Safety Subcommittee to see if a solution can be found.

Jan mentioned that the Parking and Safety Subcommittee may also want to look at a sidewalk leading from the gym to Ketner. Student's walk in the middle of the street at night to reach one destination or the other and it presents a danger for the students.

Suzanne mentioned making the suggestion box for staff a permanent fixture on campus. Susan is checking in to seeing if an e-mail address can be set up that will go to the council for suggestions. Tracie will also check with Lori on a campus box for the council.

The next meeting has been scheduled for December 7, 2004 in the Field House at 10:00.