

**Staff Council Minutes**  
**Tuesday, January 25, 2005**  
**Hurley Room**  
**10:00 am**

Attending: Susan Agner, Elaine Carothers, Bob Casmus, Sylvia Chillcott, Dacia Cress, Jan Gillean, Ruth Goodnight, Brenda McIntosh, Carolyn Peeler, Marsha Safrit, Suzanne Wilson, Jane Young

Sub-committee chairs gave updates for their respective projects as follows:

Marsha Safrit reported that she met with Larry Farmer to find out about the status of dependant tuition remission. The administration has decided that faculty and staff will receive full tuition remission after one year of employment for dependants. Employees will also be allowed to take post-bac classes that are job related with the permission of their supervisor. These classes will be paid for by Catawba, whether taken here or at another institution. The staff handbook is in the final phase of being reviewed by the College attorney.

Bob Casmus asked that we determine if the sub-committee would choose the top candidates for the Staff Award or if all nominees would be brought to the entire committee. A vote was taken and the majority voted to allow the sub-committee to determine the candidates for the final vote by the full Staff Council. Also, if the form was not completed with enough detail, the person making the nomination will be contacted for more information. The form will be made available via the webpage around February 22, 2005. Nominations will be closed on March 4, 2005 and the sub-committee will meet to determine the final candidates. The full Staff Council will conduct the final vote at the March 15, 2005 meeting.

Also discussed in relation to the President's Staff Award, was the possibility of adding an additional staff award for "Service and Dedication" to the College. Carolyn Peeler related information discussed by the Development Office to recognize a retired staff person with a funded, named recognition. Most members were amicable to adding an additional award that would be based more directly on job service and dedication. Carolyn will relay this information to Tom Childress and get back with Susan.

Suzanne Wilson reported on the progress of the New Employee Orientation survey. We received many favorable responses. Many people were interested in working as mentors for new employees. The admissions office has volunteered space in their welcoming office to store new employee packets as well as allowing students to conduct tours for new employees. This sub-committee needs funding to proceed with this project. Susan will speak with Dr. Knott about how to secure funds.

Sylvia Chillcott related to the group that the Trustees will be asked about the possibility to bring in consultants for several days to review our campus safety and security policies.

Elaine Carothers passed out printouts of the proposed staff groupings for the 2005-06 year. She explained the changes that her group had made. The group reviewed the handout and made changes where necessary. During this time, Dacia Cress announced that she would be resigning from the College March 31, 2005 to stay home with her daughter. Questions were asked about how her replacement would be selected and the term length for the replacement. It was determined that her replacement would be selected from her group and would serve the remainder of her current term.

Jan Gillean brought up a tsunami relief project that the Student Affairs office is coordinating with the Salisbury Rotary Club. She will be sending more information via email to the campus.

Our next meeting will be Tuesday, February 15, 2005 at 10:00 am place to be determined. We also scheduled the March meeting for Tuesday, March 15, 2005 at 10:00 am.