

**MINUTES
STAFF COMMITTEE MEETING
JUNE 29, 2004**

Members in Attendance:

**Dacia Cress
Suzanne Wilson
Marsha Safrit
Jane Young
Kay Wagoner
Ryan Haglan**

**Ruth Goodnight
Elaine Carothers
Joe Endres
Bob Casmus
Susan Agner
Tracie Hummel**

Guests in Attendance:

Dr. Robert Knott

Larry Farmer

The minutes from the May 13, 2004 meeting were reviewed and approved.

Susan Agner addressed the committee about upcoming nominations for Chairman Elect and voting procedures that will need to be handled at our next meeting.

Dacia Cress presented lists that have been submitted for the upcoming Opening Convocation to award employees for Length of Service.

Tracie Hummel addressed the committee about a question brought to her by a staff member concerning being able to borrow against retirement funds with TIAA. This is an option with TIAA but Catawba has never signed giving permission. Larry and Chuck will be meeting with a TIAA/CREF representative to discuss this option. Dr. Knott stated that this option had not been available when the program originally began, however, Congress has declared that it should be treated as a personal investment now so the option is now available. Changing of the policy would be a decision of the Board of Trustees. Dr. Knott does believe that it would be beneficial for Larry and Chuck to review the policy.

Dr. Knott addressed the committee about future expectations. He stated that the committee began when he needed voices from the community and noticed that the Staff was not really involved with decision making processes on campus, while faculty had more involvement. Dr. Knott is committed to having a shared government giving staff along with faculty and students a voice. The committee has not been established just to meet personal or individual goals but to create a collective force or appointees that would then become elected by their peers to give the staff a voice. His hopes were that this committee would help to create a mechanism of looking at how staff functions within the institution and how the staff should participate in certain decision making processes. Dr. Knott referenced

several areas in which the staff committee is already involved or will hopefully become involved such as:

- Life Insurance coverage increases are already being reviewed
- Tuition waiver – differences between faculty and staff
- Income distribution
- Avenues of advancement for staff
- Patterns of unfairness that only a staff member might notice through direct interaction with students and hearing their concerns
- Are there ways in which we can create a greater sense of responsibility in our students?
- Look for communication breakdowns
- Work towards breaking down barriers between departments
- Ability for staff to progress in responsibility and salary ie. Levels of advancement
- Consider someone to be a direct liaison for the committee
- Creating better working conditions
- Set up elections where each segment votes on the representative for their area
- How do we better serve our students through improving our offices through services and improved working conditions?

Dr. Knott also stated that Larry should be a resource when looking at benefits and other items involving staff. Personal and petty complaints have no place on the committee. Requests for policy changes should be handled by the Staff Committee and the day-to-day workings for the Administrative Committee. The two committees need to work together with liaisons.

Ryan Haglan reviewed the set of goals we had made at our last meeting with Dr. Knott. The goals included:

- nominations for President's Award
- Community Enrichment
- Life Insurance Proposals
- Parking issues
- A full-staff meeting
- Orientation of new employees – draw up suggestions

Kay Wagoner addressed the issue of the danger of the crosswalks on 601. The walks need better lighting. Ryan said that the trees are already set to be trimmed to help with the view per Robert Coble. The possibility of petitioning the state for stops at the crosswalks and requesting more lights from the city was made.

The next meeting is scheduled for July 22 at 10:00 a.m. in the Community Room. Please note the change of location.

