

*Staff Council Minutes  
Feb 21, 2007*

*In attendance: Bob Casmus, Tonia Black-Gold, Dawn Snook, Dr. Knott, Susan Agner, Brenda McIntosh, Richard Pickel, Jane Snider, Nan Whitley, Craig Turnbull, Lori Sipes, Chris Walden and Suzanne Wilson.*

*Dr. Knott spoke with the Staff Council as to the college's position on the employment of spouses and relatives. The employment of spouses or relatives within the same department is discouraged per the handbook but it does not prohibit the practice. Many of our sister institutions permit spouses and relatives to be employed as this enhances stability. Dr. Knott did state that Catawba College **does not** permit spouses or relatives to directly supervise one another when working within the same department.*

*The next Full Staff meeting will be in the Tom Smith auditorium on April 12. We hope to have a speaker do a short presentation on Do's and Don'ts in the Work Place.*

*Bob Casmus met with the Board of Trustees this week and reported the accomplishments of Staff Council so far this year. Some of the accomplishments are as follows: the grievance procedures and due process was strengthened, employee exit interview process was adjusted and the new lighting that has been added so far to some areas of concern, mentoring program has been turned over to the HR department and the employee interdepartmental transfer procedures was adjusted.*

*The next issue the Staff Council has decided to address is the 'Staff Evaluation' process and procedures. The Staff Council is going to review what is the current process, form(s) used, time line of evaluations and is goal setting a part of the process. The Staff Council is going to look at the 10 aspirant institutions that Catawba College compares itself to and these include: Lenoir-Rhyne College, Wofford College, Presbyterian College, Roanoke College, Millsaps College, Centre College, Austin College, Rhodes College, Hendrix College and Birmingham Southern College. Our goal is to have a review of those institution's policy on staff evaluations at the April 07 meeting.*

*Being sent out via campus e-mail will be the solicitation for the President's Award for Staff Excellence and information sent to the President's Cabinet for the Tucker Award nominees. The selection process for the winner of these two awards will take place in March 2007.*

*We are going to invite Larry Farmer to our next meeting to go over with the FMLA policy in the Staff Handbook. To many of us it looks somewhat confusing in regards to the wording and terminology.*

*The next meeting will be on March 28 at 11:00 a.m. in the Hayes Field House.*