

Staff Council Minutes
November 16, 2006

In Attendance: Bob Casmus, Susan Agner, Chris Walden, Lori Sipes, Kathi Welborn, Marsha Safrit, Dawn Snook, Brenda McIntosh, Suzanne Wilson, Tonia Black-Gold, Jane Snider.

Bob reports that Allen Hinson has spoken with all of the homeowners on N. Park Avenue concerning parking for Catawba College students, faculty or staff. Allen got the signatures from all of the homeowners. The next step will be to present this to the City of Salisbury.

Bob reports that Allen Hinson has counted all of the parking spaces (excluding the gravel area at Keppel and the Tennis area) and that there are 902 parking spaces available for students, faculty and staff. Currently we have 1097 students and 423 faculty and staff members.

Bob has spoken with Larry Farmer concerning our dental and eye insurance. Larry will bid out for some different options after the New Year. Being a small institution, it will be difficult to obtain good insurance that is less expensive than our current coverage.

Staff Council discussed our current transfer policy and ways that it can be improved. Discussion is being undertaken with Larry Farmer per steps to take that limit when a hiring supervisor can initiate contact with a current supervisor. Our goal is to limit any negative repercussion from a current supervisor towards an employee who either seeks a transfer or is interviewed for another position on-campus. Current Staff Council members are working off the “rough draft” noted below to come up with an acceptable transfer policy. We hope to have a formal presentation to the President’s Council by January 07.

Rough Draft:

The hiring supervisor may only contact the potential new employees’ current supervisor when or after:

HR emails job opening.

Interested applicants contact HR for consideration list.

List given to hiring supervisor.

Identify hiring list.

HR notifies the serious applicants and those on the cut list (through a private, individual email).

Hiring supervisor schedules interviews.

After interview occurs and both parties are still mutually agreeable. At this time the current supervisor can be notified by the hiring supervisor after 48 hour has elapsed from the interview.

The applicant in good faith should also notify their current supervisor regarding their interview and potential for transfer.

Once an offer has been made and accepted, HR will assist with the transition.

HR will mediate the transition with the two supervisors per the transfer of employment time table.

The discussion of salary should only come out during an interview. Salary information will not be given out by HR.

The next staff council meeting will be on Tuesday, December 12 at 11:00 a.m. in the field house.