

**MINUTES  
STAFF PERSONNEL COMMITTEE MEETING  
SEPTEMBER 16, 2004**

**MEMBERS IN ATTENDANCE:**

Susan Agner	Kay Wagoner
Elaine Carothers	David Najarian
Ruth Goodnight	Suzanne Wilson
Marsha Safrit	Jan Gillean
Carolyn Peeler	Dacia Cress
Jane Young	Nan Whitley
Sylvia Chilcott	Bob Casmus
Tracie Hummel	

Liaison: Chuck Williams

The minutes from our August 31, 2004 were approved.

Chuck Williams was introduced as the new liaison for the committee. We welcome Chuck and his input.

Susan spoke about the subcommittees and asked that everyone on the committee participate in at least one subcommittee.

Marsha Safrit will be heading the committee looking at the tuition waiver differences between staff and faculty and the coverage of post bacc classes for staff. Marsha's committee consists of herself, Dacia and Carolyn. They have already met with Chuck Williams and received information that the handbooks are being reviewed by the college's lawyers and they should be back with recommendations by January 2005. At that time we should be able to review the legal suggestions prior to the publishing of the handbook. The NCLTG (NC Legislative Tuition Grant) has also been discussed with Chuck Williams and the grant will be used for tuition purposes only for faculty/staff and their dependents and spouses after this year, books will no longer be covered by the grant. The NCLTG grant benefit has always been used for tuition only for non-faculty/staff and dependents and their benefit will remain the same.

Elaine Carothers is heading the committee looking at staff grouping and any revisions that need to be made. Elaine, Tracie and Jan will be working on this for a report at the next meeting. Any changes in your areas need to be reported to Elaine so that she can keep the groupings up-to-date. A copy of the current grouping has been handed out to members of the committee for review. Any suggestions are welcome. A suggestion for a representative from Life Long Learning has been made and approved. Tracie will be contacting them for nominations.

Sylvia Chilcott is heading the committee on parking and safety. Nan, Bob, Suzanne and Susan will be assisting her in this endeavor. Sylvia has indicated that several other groups and committees on campus are also looking at parking issues. Her group will have a proposal of needs for our next meeting. Chuck suggested that Henry Haywood be involved in checking out any spaces where additional lighting is needed for safety.

Suzanne Wilson is heading the committee for orientation of new employees working with the Support Staff Group. Kay, Carolyn, Dacia, Jane and Susan will be assisting her.

Bob Casmus will be heading the committee discussing the President's Staff Award nominations and procedures for next year. David, Marsha, Kay and Ruth will be assisting him.

Susan spoke of her meeting with Dr. Knott concerning the committee. Making the committee a permanent fixture was part of that meeting. Dr. Knott has indicated that we need a statement of purpose. A copy of the faculty's statement of purpose for their enrichment committee has been handed out to members. We are asked to review it and bring any suggestions to our next meeting. Our membership listing will also need to be published and it and the statement of purpose will be in the staff handbook.

Dr. Knott has also indicated that we need to finalize our membership criteria. We need a written plan for replacing officers, procedures for election of officers and the election of committee liaison.

Kay made a motion to elect a new liaison each time a new Chairperson is elected and also that the liaison should be at the President's Council Level. The motion was seconded and carried.

The date selected for the full-staff meeting is tentatively November 4. Susan will be looking at scheduling Tom Smith Auditorium for this meeting.

Our next meeting will be 10/14/04 at the Guest House at 10:00 a.m.