

Catawba College
STAFF COUNCIL
January 24, 2012 11:00 AM - Whitener Room

Council Members in attendance: Amy Williams (*Council Chair*), Ann Dunn (*Council Secretary*), Bridgette Gibbs, Christy Clifton, Shane Flowe, Ray Porter, Kim Smith, Michael Swan, and Alexandra Watts.

Amy Williams, *Council Chair*, called the meeting to order.

Staff Council Awards:

Nominations for the Louise Tucker Staff Council Award and the President's Award for Staff Excellence are due by February 15, 2012 .

Awards Committee members will review the nominations before the February 28 Staff Council meeting. Christy Clifton, Michael Swan, and Alexandra Watts volunteered to serve on the 2012 Awards Committee. The full Staff Council will vote on the three finalists for each award on February 28. Names of the winners of the awards are to be turned in to Kim Smith, Assistant to the Provost who will order the awards.

After lengthy discussion, a motion was made to present recycled glass awards instead of the traditional certificates for the two awards this year as long as funds (\$33.00 for each award) can be secured to defray the cost of the awards by the February 28 meeting. A vote was called for by the Council Chair. Six council members were in favor of the motion, two were opposed, and two abstained from voting. The intention of the Staff Council is for the amount of the check awarded to the winner of each award remain the full amount.

There was discussion about the funding for the Staff Council awards going forward. The concern was raised that funding procured to purchase the glass awards this year may not be available from the same sources in the years to come. It was suggested that Staff Council hold fundraisers to raise money to purchase the awards. There were concerns regarding the time commitment, energy expenditure, resources, need for a treasurer, legal issues, reporting, permission, setting up of accounts, etc. Therefore, it was decided that more "fact finding" was needed before proceeding with the development of Staff Council fundraising efforts.

Possible fundraising projects:

- Raffle
- Silent Auction
- Indoor Yard Sale and Swap
- Haps Grill Hot Dog Sale

Rowan Helping Ministries Collection Drives:

The Council's next Rowan Helping Ministry Collection Drive will be held February 6 – 17. Staff members responsible for boxes and box locations are listed below.

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|-----------------|------------------------------------------------------------------|
| • Ann Dunn | Second Floor Ketner Hall |
| • Kim Smith | Second Floor Hedrick Administration Building |
| • Amy Williams | Fists Floor Hedrick Administration Building (Registrar's Office) |
| • Michael Swan | Goodman Physical Education Center |
| • Amanda Lanier | Center for the Environment |
| • Ray Porter | Library |

Bridgette Gibbs will contact RHM for a list of items needed. Collected items will be delivered to Rowan Helping Ministries on Monday, February 20.

Bridgette Gibbs will also speak with a representative from Rowan Helping Ministries to arrange a time when the Staff Council members can tour the Rowan Helping Ministries facility. This tour could possibly take the place of the March 27 Staff Council meeting.

Lilly Colloquium Sponsorship:

The question was raised as to whether Staff Council would be willing to serve as a co-sponsor for the Lilly Center Colloquium to be held on Thursday February 16 at 11:00 AM in Omwake-Dearborn Chapel and at 7:00 PM in Tom Smith Auditorium. It was moved, seconded and unanimously approved for the Council to serve as a co-sponsor for the event.

Staff Development Programs:

Staff Development Programs held during Fall 2011 were:

- Technology Petting Zoo
- Bow Making Workshop

Programs suggested for Spring 2012 are:

- Lunchtime Weekly Walking Group – Limited number of weeks/weather permitting
- Biggest Loser
- Knitting/Crocheting Sessions – Perhaps the yarn shop located on Mocksville Avenue would be willing to send someone to present a workshop for interested staff members
- Pottery Workshop presented by Brent Smith. Kim Smith will arrange this with her husband. She suggested that there should be a small charge to cover the cost of materials used in the workshop.

Staff members should have the opportunity to sign up for any workshops planned in order to insure that there is enough interest in the event to make it worth the presenter's time and effort.

Wellness Committee:

The newly formed Wellness Committee is sponsoring Biometric Screening in February. Screening sessions are by appointment. The charge is \$10.00 per session. All faculty and staff are encouraged to take advantage of this wonderful opportunity.

Performance Appraisals:

Several Staff Council members feel that Annual Staff Performance Appraisals should be reinstated. The current administration feels that these appraisals serve as a benchmark of a staff member's on the job performance. Information gleaned from the appraisal can be used to determine eligibility for promotions and merit pay raises. Appraisals also provide information for new supervisors regarding his/her staff members.

In addition, each staff member should provide Larry Farmer, *Human Resource Manager*, with an updated resume each year. Supervisors need to provide Mr. Farmer with current job descriptions for each staff position in their department.

During the February meeting, Council members will further discuss whether to proceed with requesting that Dr. Oxendine reinstate performance appraisals.

The next scheduled Council meeting will be on Tuesday, February 28 at 11:00 AM in the Whitener Room.

Respectfully Submitted
Ann Dunn
Staff Council Secretary