

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

Council Members in attendance: Amy Williams (*Council Chair*), Ann Dunn (*Council Secretary*), Bridgette Gibbs, Christy Clifton, Michael Eden, Bridgette Gibbs, Lindsey Griffith, Alexandra Watts

Bridgette Gibbs, *Council Chair Elect*, called the meeting to order and introduced President Brien Lewis who spoke briefly to council members

President Lewis's Remarks:

President Lewis told council members that he plans to visit every member of the Catawba College staff in their workspace in the near future. He is currently visiting with faculty and staff members who are on ten-month contracts. He will be meeting with staff members who are on twelve-month contracts during the summer months. His reasons for the one on one meetings are to get to know each Catawba employee on a more personal level, find out more about their duties, listen to their concerns, and see what is working and what is not. He is looking for input from employees on how he can be most effective as President of the College.

Michael Eden asked President Lewis what his plans for the immediate future entail. President Lewis answered by saying that a large part of his time was currently being spent gathering information. He wants to learn as much as possible about the operation of the college before the May Board of Trustees meeting. He hopes to be able to present the Board with a "three legged stool" type proposal, which will include a balanced budget, a debt reduction plan, and a forecast of the next level of the Strategic Plan.

After President Lewis concluded his remarks, Amy Williams, *Council Chair*, took over the meeting.

Secretary's Report

Because Staff Council minutes are posted on the website, Amy suggested that the names of the candidates for the President Award for Staff Excellence and the Louise Tucker Staff Award be removed from the minutes.

There was not a quorum present so the minutes could not be officially approved.

Staff Council Awards:

Christy Clifton stated that information turned in on nominees for both Staff Council awards was very sketchy. She would like see more people nominated and more detail included on the nominating form. It was suggested that Staff Council begin its nomination process earlier in the spring semester. Perhaps having both online and hard copy nomination forms would encourage more staff members to submit nominations.

It was suggested that the voting for award winners be anonymous. The ballot would not have the name of the individuals nominated. Instead, the ballot would have thumbnail bios of each nominee preceded by either a letter or number. Staff members would enter the letter or number of their choice. This method of voting would help to discourage voting by name recognition and individual popularity.

In the future Amy hopes that Staff Council will turn the names of the nominees for the President's Award over to President Lewis who will choose the winner. This was the original procedure for choosing the recipient of the President's Award, but recent circumstances have made it necessary for members of the Staff Council to elect the winner.

Ice Machine in Hedrick Administration Building:

Faculty and staff whose offices are in Hedrick Administration Building would like to have an ice machine located in the building. The "Wheel-a-Meal" vending machine (which replaced the original ice machine in Hedrick) proved to be unsatisfactory and has been removed. Since the water connections for an ice machine are located in the back hall across from the Catawba conferences Office, it is the most logical place to install a new ice machine. Bridgette Gibbs suggested that the college look into installing the type of machine that motels have. The money for the new ice machine will be taken from Facilities budget.

Vending Machine Placement:

Mike Eden asked who was in charge of campus vending machines and their location. He was wondering about the possibility of having a machine installed in his area. Amy responded that Ben Smith was the "go to" person for vending machines and their placement

Staff Council Fund Raisers:

Tom Childress, *Senior Vice President of the College*, has given permission for Staff Council to hold fund raising events. Council will be allowed to sell goods and or services to benefit a particular project. The main purpose of the fundraisers would be to cover the cost of the two recycled glass awards Staff Council presents at the Annual Awards Convocation. The cost of these is not included in the endowment that funds the cash awards. Fundraisers would also provide money to pay speakers for future staff development programs as well as staff council sponsored social events.

If Staff Council decides to sponsor fundraisers during the upcoming academic year, a treasurer will need to be elected.

Voting for New Staff Council Members:

Christy Clifton (Group 4) and Kim Smith (Group 7) will rotate off Staff Council in May. Nominations for new council members from these groups have been made and ballots have been distributed to members of Groups 4 and 7.

May Meeting Date and Time:

The May meeting is the annual covered dish luncheon. Amy will not be available on the scheduled meeting date of May 22. It was suggested that the meeting date and time be changed to May 16 at Noon. Bridgette Gibbs will locate a suitable space for the event and notify the members. All current members of Staff Council and the two newly elected representatives will attend the meeting. An electronic sign up sheet will be available soon for members to indicate the dish they plan to bring.

Next scheduled Staff Council meeting will be the annual covered dish luncheon on May 16 at Noon.

Respectfully Submitted,

Ann Dunn

Staff Council Secretary