

Catawba College  
STAFF COUNCIL  
July 27, 2010 11:00 a.m.  
Whitener Room

Council members in attendance: Ann Dunn, Michael Eden, Bridgette Gibbs, Jay Laurens, Todd McComb, Trish Powlas, Rodney Rymer, Kim Smith, Tonia Black-Gold (liaison), Amy Williams (chair).

Amy Williams called the meeting to order. Council members introduced themselves and participated in a brief get-acquainted exercise.

An update on the Staff Mentor program was given. The program is underway, and as of the present date, all recent new hires have been assigned mentors. Kim Smith is maintaining the roster of trained mentors and as new staff hires join the College, she will be contacting the next-on-list requesting them to serve as a mentor.

As part of the Staff Mentor subcommittee's work in updating the materials packet provided to new staff members, the list of businesses providing discounts to Catawba employees/the Catawba community has been updated. Recommendations are to make this list available on the College website and to request ongoing additions and updates to it from the College community.

The need to establish by-laws for Staff Council was identified in an earlier meeting. Amy Williams obtained copies of the by-laws for Ketner School of Business Hall of Fame and from local non-profit organizations to use as a template. Information on how Staff Council has been structured will be culled from the Membership Criteria, minutes, and other information posted on the Staff Council webpage, and drafted into the by-laws framework. Tonia Black-Gold was asked to assist in the project, and Amy Williams requested volunteers for a by-laws subcommittee. Ann Dunn volunteered to serve. A draft will be created by the subcommittee and presented to the Staff Council for review at an upcoming meeting.

Amy Williams asked council members to come up with areas of interest for possible Staff Development programs that could be arranged for the Staff over the coming year, primarily utilizing our own resources (faculty, staff, alumni, etc.). There is a possibility that two to three programs could be provided for staff in the coming year. Suggestions may also be sought from all staff attending the full staff meeting following Fall Conference. A mini-retreat for Staff Council is also under consideration.

The group expressed interest in continuing the Rowan Helping Ministries collection drives, planning again on three times this academic year. Todd McComb volunteered to contact RHM to get information on their current needs. The group will set the date of the first drive at the next Staff Council meeting and will determine the items to be requested based on Todd's findings.

Amy Williams asked the group if it would be helpful to establish a regular monthly meeting date. The group agreed to tentatively plan on meeting the fourth Tuesday of the month at 11:00 a.m., with the understanding that the date was subject to change based on availability of the Whitener Room, the academic schedule/holidays, or in the event that scheduling conflicts were identified which would prevent a representative from being able to attend regularly on those dates.