MINUTES
STAFF COUNCIL
FEBRUARY 15, 2005

Members in Attendance:

Susan Agner	David Najarian
Elaine Carothers	Carolyn Peeler
Bob Casmus	Marsha Safrit
Dacia Cress	Nan Whitley
Ruth Goodnight	Suzanne Wilson
Brenda McIntosh	Jane Young

Trustee Meeting
Susan Agner represented the Staff Council at the Board of Trustees meeting on February 14.

Tuition Exchange
Bob Casmus suggested that the tuition exchange list be published on the Staff Council website.

Salary
Many members are being approached about staff salaries issues. Susan suggested that members respond with the Council does plan to work on staff salary discrepancies. The first phase of this project is to categorize all staff positions. This project will not be resolved quickly, as there will be extensive research involved/required to prepare recommendations for change.

Member Resigns
Kay Wagoner has resigned her position at Catawba College. Her vacancy on the Council will be filled by adding a member from the Maintenance department. Susan will email the maintenance department information about filling this position.

President's Award for Staff Excellence:
Susan will email the faculty and staff information regarding nomination criteria for the President's Award For Staff Excellence. Nominations will be open from February 22 until March 4, and the Registrar's office will be the collection site for paper ballots. Email nominations can be sent to Susan at sagner. Criteria and nomination forms will be posted on the Staff Council's website.

Brenda McIntosh will replace Kay Waggoner on this committee.

Member Leaving
Dacia Cress will be leaving Catawba at the end of March. She will ask for a volunteer from her group to complete her term on the Council. Dacia suggested that someone on the Council learn to configure the Council website.
Marsha will serve as chair of the Length of Service subcommittee.

Elections
Ruth Goodnight, Jan Gillean and Carolyn Peeler will be replaced in summer 2005. Susan will notify the respective groups by email so anyone interested in serving on the Council can notify Ruth, Jan or Carolyn.

Subcommitttee Reports

New Employee:
Suzanne Wilson reported that staff and faculty have responded positively to the idea of having short-term mentors for new employees. The subcommittee has suggested that two mentors be assigned to a new employee. Mentor training will be necessary for the process to be successful. The subcommittee is currently exploring usage of internal trainers. After training has taken place, mentors will be given the opportunity of testing their skills before putting them to use. The subcommittee will be asking for volunteers to act as new employees, to observe what ideas will work best. Jane Young has provided space in the Admissions office for the new employee packets which includes a folder containing Catawba employee information, a Catawba cup and t-shirt. Nan Whitley will donate some more Catawba plastic cups.

The subcommittee has contacted a member of the Catawba community to act as trainer for the mentors.

All Staff Meeting
The next all staff meeting is tentatively scheduled for April.

The next meeting of the Council will be March 15. Location to be announced.