

Catawba College
STAFF COUNCIL
October 16, 2012 - 11:00 AM - Whitener Room

Council Members in attendance: Bridgette Gibbs (*Council Chair*), Ann Dunn (*Council Secretary*), Jeff Childress, Ann Clifton, Michael Eden, Bonny King, Rodney Rymer, Ray Porter, Michael Swan, and Alexandra Watts

SECRETARY'S REPORT

Minutes from the September 18, 2012 Staff Council meeting were approved as revised.

STAFF DEVELOPMENT WEBINAR:

Twenty-one staff members attended the first showing of the staff development webinar (*Frontline – Creating a Culture of Service Excellence*). Several offices will be checking it out to view and discuss as colleagues. Bridgette will schedule one more showing near the end of November or the first of December.

Alexandra Watts, *Business Office*, checked out the webinar for her work-study student to view. She found that the benefits gleaned from the student viewing it varied according to the viewer's previous work experience.

Michael Eden is considering requiring his athletic training students to watch the webinar. Since athletic training is a pre-professional program, he feels that the points covered in the webinar will be beneficial.

ROWAN HELPING MINISTRIES COLLECTION DRIVE:

The Fall Rowan Helping Ministries Collection Drive was a great success! A new dimension was added to the drive this year. A donation was requested for admission to the volleyball games held between October 1 and 12. If possible, Staff Council will try to link the requested donation to football game admissions next fall.

FURRY FRIENDS COLLECTION DRIVE:

The Furry Friends Collection Drive benefiting Faithful Friends Animal Sanctuary and the Humane Society will be held in November. Collection boxes will be in the following locations from November 12 through 21.

- Hedrick Administration Building Second Floor - Provost's Office
- Hedrick Administration Building First Floor – Registrar's Office
- Center for the Environment'
- Library
- Hoke Hall Lower Level – Information Technology /Computer Services
- Ketner Hall Second Floor – KH 209
- Gymnasium

STAFF COUNCIL TREASURER NOMINATION AND ELECTION:

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 specific projects.

Council needs to elect a treasurer prior to Staff Council sponsored fundraisers. Bridgette Gibbs nominated Alexandra Watts. The nomination was seconded by Bonny King. Alexandra accepted the nomination and was asked to leave the room while council members discussed her nomination and voted. Council members agreed that Alexandra definitely possesses the credentials required to fill the treasurer's role. If elected, Alexandra will not be in charge of the entire fundraising projects sponsored by the council. A subcommittee will be appointed to assist her.

Alexandra was unanimously elected to serve as treasurer of the Staff Council for 2012/13.

Haps Grill Hot Dog Fundraiser:

Michael Swan suggested Staff Council's first fund raiser be scheduled for Friday, October 26. He would like to invite Haps Grill to come on campus and sell hot dogs at lunchtime. Bridgette responded that there was not a great deal of time to organize the event and reminded the group that there are already a numbers of activities planned on campus for the Homecoming week. She said she would check Catawba Conferences calendar for conflicts and get back with him.

Halloween Costume 4 a Cause Challenge:

Catawba employees are encouraged to challenge other employees to "dress" in costume on Halloween Day. The staff member making the challenge will pay \$5.00. The staff member being challenged may either accept or decline the challenge. If the person being challenged elects to decline the challenge, he/she must pay \$5.00. If the person being challenged accepts the challenge but fails to show up in costume on Halloween day, he/she must pay \$10.00. Money collected during the challenge will be turned in to the Business Office. Proceeds from the Challenge will benefit Faithful Friends, Rowan Helping Ministries, and Staff Council.

MENTORS FOR RECENTLY HIRED STAFF MEMBERS:

The Mentor Subcommittee needs to meet, put together packets, and assign mentors to newly hired staff members soon. Rodney Rymer, *Information Technology*, in the future mentors could be assigned via computer. Larry Farmer, *Human Resource Manager*, would be asked to supply the Mentor Sub-committee with a list of all new hires for a particular period. Rodney would write an application in Banner that will instruct the system to send an email to each new employee containing the name and contact information for their staff mentor. Rodney will meet with the Mentoring Subcommittee to iron out the details of his plan.

STAFF HANDBOOK REVIEW:

President Brien Lewis requested that all Staff Council members take time to review the updated Staff Handbook before the close of business on October 8, 2012. Several council members pointed out areas of concern. These concerns have been addressed and necessary revisions have been made. The upgraded Staff Handbook will be presented to the Board of Trustees for their approval on Friday, October 26.

CATAWBA PRIDE FRIDAYS:

President Lewis has approved a proposal for Catawba staff and faculty members to show their pride in Catawba College by sporting blue and white "Catawba Wear" every Friday. Faculty and staff members who need to upgrade their Catawba wardrobe are invited to take advantage of the bookstore's 20% discount on all regularly priced items on the dates listed below by showing their college ID at check-out.

- October 24, 2012
- November 28, 2012
- January 23, 2013
- February 20, 2013
- March 27, 2013
- April 24, 2013

CATAWBA HOMECOMING WEEK:

Catawba Homecoming Spirit Week is October 22-26. Catawba staff members are encouraged to participate.

- Monday Neon Day
- Tuesday Pajama Day
- Wednesday Country Camo Day
- Thursday Tacky Day
- Friday Catawba Pride Day

LOCAL BUSINESSES OFFERING DISCOUNTS TO CATAWBA PERSONNEL

Mentor subcommittee members will soon be contacting local retailers to see if their business might be willing to offer a discount to Catawba College personnel who show their college ID.

ALEXANDER TECHNIQUE:

Missy Barnes, who had a booth demonstrating the Alexander Technique at the recent Wellness Fair, is willing to demonstrate the technique to groups of staff members. With a group of 20 people she will be able to describe this technique which is designed to help people go through their daily routines more comfortably. She will be able to provide minimum “hands-on” demonstrations of the technique to a group of 10 people. She will be able to provide a “hands-on” demonstration for each person in a group of five. Bridgette Gibbs suggested that this might make a good Staff Development Program for late November or early December.

Michael Eden brought up the possibility of combining Missy Barnes Alexander Technique demonstration with the massages offered by the Athletic Training students in the Spring of 2013. Bridgette will put Missy in touch with Michael and the two can work out the particulars of the spring event.

BJ'S PROMOTION:

A few staff members participated in the promotion. These people have received their membership cards. Anyone else who is interested in joining BJ's is encouraged to contact Bridgette Gibbs for a contact name and phone number.

OTHER BUSINESS:

Interdepartmental Improvement Suggestion Box

A council member stated that oftentimes staff members have complaints about actions by staff members from other departments or procedures followed by other departments but are reluctant to approach the personnel in question. They proposed that Staff Council implement a Departmental Improvement Suggestion Box. Complaints could be presented anonymously through the box.

- Rodney Rymer said that he would prefer to know who submitted the complaint. He would be better able to address the complaint, if he was aware of its origin.
- The complaint could be entered into the contact form even though it is not completely anonymous.

Council decided that they would not pursue this item further.

Next scheduled Staff Council is scheduled for November 20 at 11:00 AM in the Whitener Room.

Respectfully Submitted,
Ann Dunn
Staff Council Secretary