

**MINUTES
STAFF WELFARE & ENRICHMENT COMMITTEE
OCTOBER 14, 2004**

Members in Attendance:

Jane Young
Sylvia Chillcott
Brenda McIntosh
Susan Agner
Kay Wagoner
Dacia Cress
Suzanne Wilson

Ruth Goodnight
David Najarian
Nan Whitley
Elaine Carothers
Marsha Safrit
Tracie Hummel
Bob Casmus

The minutes from the last meeting were approved.

Brenda McIntosh was welcomed as the newest member of the committee. Brenda represents the Life Long Learning cluster.

The change of the committee's name was discussed and approved. The committee will now be known as the Staff Welfare and Enrichment Committee.

Dacia and the Length of Service Subcommittee have been working on documented procedures for the awards to be listed in the faculty and staff handbooks to help alleviate some of the confusion with how employees qualify for awards. Recently, there was a problem with the list of names compiled for the 2004 awards which did not reflect the correct service record for some faculty and staff members. Specifically, only employees

who had served consecutive years were considered as award recipients when non-consecutive service employees should have also been included. Faculty and staff members who fall in the "non-consecutive" service category may need to meet with Larry to confirm their years of service on record. The sub-committee reiterated that part-timers and adjunct faculty are not included in the program. Some departments may have to look at recognizing part-time employees that have served the college over a period of time.

Consideration will be made on a case-by-case basis for exceptions on employees that may have been full-time but not recognized officially (ie. Coaches). The sub-committee will present documentation for approval at our next meeting.

Several versions of the Statement of Purpose for the committee were presented and reviewed. The following has been approved:

STAFF WELFARE AND ENRICHMENT COMMITTEE

- On behalf of the staff this committee will examine issues and policies regarding personnel, including staff benefits, welfare, and professional development programs. This committee is responsible for making recommendations regarding:
 - A. the recruitment and orientation of new staff
 - B. staff benefits and welfare
 - C. staff development programs
 - D. the coordination and promotion of interdepartmental working relationships across the campus
 - E. the coordination and fostering of a better working relationship within the College community, including students, faculty, and administration.

The committee has been invited to have a representative at the next Trustee Meeting. Susan will be out of town so Sylvia Chillcott will be representing the Staff Welfare and Enrichment Committee.

The agenda for our Full-Staff Meeting on November 4 at 11:00 in Tom Smith has been discussed and the following items have been added:

- Each subcommittee chair will present concerning their committee and it's purpose.
- A list of accomplishments since the inception of the Staff Welfare and Enrichment Committee will be handed out and reviewed.
- A Question and Answer Session will follow the meeting and a drop box for suggestions will be provided.

A Full-Staff Meeting will occur once each semester.

The question of salary equity has been presented to several members as a possible project for the committee. Susan will meet with Dr. Knott to see how we can approach the subject.

Some of the sub-committees have a concern about budgets for projects they are working on. Susan stated that we will request funds on a case-by-case basis as needed.

Bob Casmus presented on his sub-committee and the President's Award Nominations. The criteria will remain the same with one change: previous winners will not be eligible to win again for 3 years. The nominations can be made through campus mail or e-mail and should include: name of nominee, name of person making nomination, comment on job excellence, and a comment on community spirit. The form will also include a section for general comments. The actual process of selecting a recipient will be reviewed at the next committee meeting.

Our next meeting has been scheduled for November 9th at 10:00 a.m. in Ketner Hall. Elaine will be securing the room.