

# Staff Council Minutes

March 12, 2013

Members Present: Mary Allen, Kent McAnally, Ernie Webb, Eileen Brouddus, Kim Fletcher, Gloria Ragsdale, Lou Olsen, Anne Walbridge, Gayla Sarkesian, Jenith Hoover, Donna Lacey, Cory Payne, Joyce Hutchins, Katie Woodall, Dona Walker

- I. Amber Traphagan called the meeting to order at 3:04 p.m.
- II. Reports
  - a. From the President
    - i. The budget will be finalized once the legislature's session is complete.
  - b. Benefits Committee
    - i. Amber Traphagan, Ernie Webb, Eileen Brouddus, and Donna Lacey will serve on the Benefits Committee on behalf of Staff Council.
  - c. Safety Committee
    - i. Fire extinguisher training for Building Emergency Coordinators was conducted on March 13<sup>th</sup>.
    - ii. A National Incident Management Course was conducted on March 21<sup>st</sup> for Building Emergency Coordinators.
    - iii. The next safety committee meeting will be April 25<sup>th</sup>.
    - iv. A lock down drill for emergency situations was conducted for Faculty. Dona Walker will see if a similar workshop can be conducted for staff.
- III. Discussion Items
  - a. Employee Recognition
    - i. Which area should employees who are considered to have both faculty and administrative roles be placed if nominated for an outstanding service award?
      1. The staff council decided to place these individuals in the administrative area.
- IV. New Business
  - a. Ernie Webb reported he is working with Mike Jauken, Chief of Groundskeeping, regarding recycling on campus.
- V. Announcements
  - a. Dean candidates for CAS will be on campus.
  - b. Michael Gleason has been chosen as the new Leadership Institute director.
  - c. Advanced registration for currently enrolled students will begin April 1<sup>st</sup>. Registration PIN numbers are now available.
  - d. Please remind Faculty who are teaching Summer 2013 courses to sign up for Desire to Learn training.
- VI. Amber Trapahagan adjourned the meeting at 3:27 p.m.

Minutes Submitted by Cory Payne