**Staff Representative Meeting Notes**
**December 8, 2011**

**New Business:**

**HAC**
Invited everyone to come to HAC's Open House Thursday from 1:00-2:30.

**Registrar**
Last day of class is Friday, December 9th and final exams next week. A number of J-Term trips scheduled and lots of students will be on campus during J-Term taking classes.

**Physical Plant**
Saleema asked that everyone give Annie Keith a round of applause.

**Business Office**
Caroline Busch asked that bi-weekly employees put time in the computer on a regular daily basis. Supervisors please approve accordingly. This will ensure that everyone gets paid correctly.
December 23 – bi-weekly payroll date
January 3 – Approval date for next pay period (the day we return from holiday break).

**Admissions**
Jojo McDuffie got married!
Running ahead on enrolled students and acceptances. Over 100 families here for Open House.

**Human Resources**
United Way campaign – raised $7,700 as of today. Second drawing for the Bookstore will be at 4:00 on Friday, December 9th.
Wellness results are delayed and will go in the mail Friday, December 9th.

**Old Business:**

Suggestions for Roundtable Topics…...

1. Bringing NFL Players to visit R-MC.
2. Invite student organizations
3. Mini presentations on all plays not just the Christmas play.
4. New Summerfest ideas
5. Self-defense meeting in Brock Center

1. Presentation by Chartwells
2. Health/Wellness Meeting
3. International Student Presentation
4. SURF Program Presentation

1. Presentation of Wellness Program
2. Retirement/Options Meeting
3. Benefit sharing Program
4. Historical Conversation about campus

1. What do all offices do on campus, an brief explanation with interaction.
2. Wellness Program – Nutrition ….contract with Weight Watchers?
3. Student Research/International Trips/International Students
4. Issues that are going on around campus
5. Athletes – Student athletes talk about what it is like to be a student along with an athlete.

1. Teambuilding
2. R-MC History
3. Stategic Plan
4. What is the best thing about R-MC?

1. Faculty provide info on special programs with students, etc…
2. Advancement – Capital Campaign update

1. Community Connections
2. Family Orientations – Bringing employees families to campus
3. Go "Green"

**The next Staff Representative meeting will be held Thursday, January 12, 2012.**

~Notes submitted by Kara Peatross