

Staff Representative Meeting
February 14, 2008

Staff Representative Alana Davis welcomed all to the meeting.

John Conkright: There was an announcement from John Conkright regarding the Master Plan. The firm from Baltimore has a preliminary report on the Master Plan that will be presented to the R-MC Board of Trustees on Friday afternoon, February 15th. At its meeting on Saturday, the Board will discuss its response.

They will decide what the priorities are for R-MC, what will we do that is described in the plan, and what will the cost be.

It was announced that the Cabinet spent its January meeting on the Operating Budget. It is a very thoughtful process that will result in a strong budget. The budget will be considered by the Board of Trustees.

A memorial service for Professor Bruce Unger is being planned by R-MC Chaplain Darrell Headrick in conjunction with his family. The time will be approximately 5 to 6 PM and it will be held one day within the next two weeks.

President Lindgren has been traveling around to regional alumni and other events. He has recently visited Newport News, Petersburg, Hanover, Staunton and Raleigh-Durham.

Laura Doherty, Director of Annual Giving, presented information about the Annual Fund. She first announced, though, that Jane Eng of the Annual Giving staff is now at home after being at the rehabilitation center. She is hopeful to be back at work within 6 to 8 weeks.

**The Annual Fund has met 50% of its Goal. We hope to have raised \$1.2 million by June 30th. The current percentage of alumni who give to the fund is 20% and our goal is to have 30% make a contribution.

**There has been a fund established in the name of Professor Bruce Unger for those interested in making a contribution in his honor.

Communication from Alana:

Spring Semester began February 11th, and following are some of the statistics about enrollment:

11 new students who have transferred.

1 exchange student from Korea.

1 new student began in Jan Term.

We will not have firm numbers until after classes begin.

Admission reports that they have received 3,142 applications for the fall of 2008, which is 1,300 more than were received last year. Our goal for fall of 2008 is to receive 3,500.

Information was also provided about scholarship programs now available at R-MC which are of interest to students.

Old Business – None

New Business

Dawn Duff asked if it is possible for Housekeeping to know what summer activities are planned to take place on campus so that staff members can be prepared and plan around these when asking for time off. Alana will check into this.

It was asked whether or not there will be staff raises in the new Budget.

Announcements

****Tornado Relief:** Michael Fischbach is organizing a relief effort in response to the devastation from the tornado that recently struck at Union University. If you are interested in participating in this relief effort, please contact Professor Fischbach.

****Hanover Relay for Life** will take place Sunday, April 26th at Patrick Henry High School. This event will not last overnight. Employees are encouraged to participate.

****New Employee Orientation:** Sharon Jackson noted that orientations had been held for new staff members a couple of years ago which included presentations by the President and Senior Staff, a discussion of employee benefits, lunch, and a tour of the campus. Each senior staff member would provide an overview of the responsibilities of his/her department areas.

We will have our New Employee Orientation on February 26th for our most recent hires, then resume having them on a more regular basis.

****Employee Recognition Committee** was begun about 5 – 6 years ago. The members are Charlotte Parrish, Anne Marie Lauranzon, Barclay DuPriest, Elaine du Plessis, Karen Shelton, and Sharon Jackson. This committee's goals are to build staff morale and improve staff interaction. Recently, the following new members have been added to the committee: Jeff Burns, Barbara Dauberman, Andrea Keith, Rodney Bardwell, and Lionel Abrams.

The committee will be coming up with new ideas for recognition of staff. This committee also helps oversee the service awards.

****Training** – Karen Shelton has contacted Training consultants and we will be hearing from them soon about possible training to offer the staff.

****Office 2007 Training:** Jerri Trotter reminded staff that Kim Fish of ITS has arranged for training for staff on Microsoft Office 2007.

****Sharon Jackson** introduced and welcomed two new employees in Housekeeping: Ms. Estelle Coles and Mr. Tyrone Forbes.

Alana Davis asked for other announcements, but there were none. The meeting was adjourned.

--Notes submitted by Sally Gudas