

Staff Representation Meeting Notes November 8, 2007

Staff Representative Alana Davis opened the meeting.

COMMUNICATIONS

- **October meeting of the College Council**

- Alana was unable to attend this meeting but reported on the highlights from the meeting minutes. She will be at the November College Council Meeting, however.
- *Dean of Students Search:* It was reported that the Dean of Students search has been reopened. Candidates will be invited to campus in January and staff will be made aware of the dates and times. Staff input is important and encouraged. The Search Committee will consider all feedback received from faculty, staff, and students.

It is also very important for there to be a good number of staff and faculty present when the candidates appear on campus, to show that the campus is engaged..

- *Retention of Students:* The issue of student retention was discussed and Alana's perception is that it will continue to be a significant topic of discussion. The goal of course is to make sure that students continue at Randolph-Macon.

- **November meeting with President Lindgren**

Alana had a meeting with President Lindgren on Wednesday, November 7th. Also present were John Conkright and Sharon Jackson. The primary topic of conversation was the request of the staff for increased funding for staff/professional development.

Professional Development: For now, professional development opportunities will stay within the specific departments.

The President is very supportive of funding training, though it is challenging given a variety of departmental needs and the availability of needed training varies from department to department. President Lindgren will discuss Professional Development with Senior Staff and will ask them to encourage participation at every level. **We hope to develop a way of monitoring professional development for all levels of employees.**

President Lindgren would like to bring various types of training to campus, once or twice a year. This training would likely be related to the needs of R-MC offices, such as customer service and time management training, among others. In the past, Human Resources has brought training to campus for supervisors.

Alana will solicit the ideas of staff about this training.

Alana noted that the **Staff Representative** website is being updated, but that it will be a good source of information as soon as it is finished. **Soon staff will be able to use the “Anonymous” email contact again.**

New Staff Orientation: The practice of conducting new staff orientation will soon be reinstated on a quarterly basis to acclimate new staff to campus . About two years ago, two such sessions were held for new staff members. The orientation included presentations by the President, each Senior Staff member, lunch, and a tour of the campus. Human Resources coordinated the orientation.

Holiday Dinner: The invitations for the annual holiday dinner will soon be sent. It will be held Friday, December 7th and will include presentation of service awards.

OLD BUSINESS

- *Staff travel during J-term:* At this point, approval of staff travel in conjunction with a Jan term course will be on a case-by-case basis, and will not be a campus-wide program. This year there will be one staff member funded to travel with Professors Jefferson and Dunkel to Ghana during January 2008.

Provost Bill Johnston announced that we would not be going to a college-wide program. It is possible that a staff member traveling along on a trip could be of service to the people going on the trip as well as possibly informing the staff person in the conduct of their job. There would be a synthesis between the staff member’s work to help the program and the person’s own job.

Staff members are encouraged to bring their idea first to their supervisor **and the course instructor** to determine whether or not to go forward with the idea.

NEW BUSINESS

- Jerri Trotter asked we are with the five year plan people. Alana responded as follows:
 - Space Utilization Group: This group was here November 6-7th. This is a smaller subset of the larger group that is analyzing how we use all the types of space across campus, including research, athletics, office, and other types of usage. This type of planning is targeted to a specific area.
 - Master Planning Group: This group will be on-campus December 3-4. They will present an analysis of the input from the Space Utilization group. Staff members are strongly encouraged to come to provide their important input. It is essential that staff attend one of these sessions and provide their feedback.

GENERAL STAFF ANNOUNCEMENTS:

- *Introductions:* Sharon introduced new staff member Jane Kornegay Eng, Director of Major Gifts in the Advancement office.
- Alana introduced Pat Sperry who is the new Administrative Assistant in the Registrar's Office.
- *United Way:* Everyone will be receiving word soon about this year's United Way campaign. Professor Steven Lang is the United Way chair for this year's campaign which will last from November 12th - 30th. Last year, R-MC raised \$14,000. Employees may opt for payroll deduction for their contributions.

The meeting was adjourned.

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