

**Minutes - Staff Representation Meeting  
December 13, 2007**

Alana Davis, Staff Representative, welcomed everyone to the meeting.

**COMMUNICATIONS:**

- *November meeting of the College Council*

Alana attended the November College Council Meeting where there was a presentation about the new website by Brent Hoard. Alana suggested familiarizing ourselves with the new website and contacting Brent if there are any questions.

She noted that the Staff Representative part of the website would soon be operational and will include current minutes of the Staff Rep. Meetings and the anonymous inquiry form.

- *December meeting with President Lindgren*

Alana discussed last week's meetings about the Master Plan. She noted that the sessions had been attended by approximately 150 persons. Staff members comprised the largest percentage of those in attendance. Alana thanked those who participated in this important undertaking.

- *Student Calendar*

Alana informed staff about important upcoming dates for the students. She mentioned that tomorrow, December 14<sup>th</sup>, is the last day of exams. Grades are due by Monday, December 17<sup>th</sup> and will be online by then.

Jan Term classes begin 1/7/08. The majority of R-MC students are signed up for Jan Term classes.

**OLD BUSINESS:**

- None at this time.

**NEW BUSINESS:**

- None at this time

**GENERAL STAFF ANNOUNCEMENTS:**

- Alana reminded staff to bring forward ideas for professional development to Sharon Jackson in the Human Resources office ([sjackson@rmc.edu](mailto:sjackson@rmc.edu)). Some of the suggestions that had been made in the past were to hold campus-wide training

once or twice a year with topics such as “Time Management” or “Organizational Techniques”. No one has contacted Sharon as of yet with other suggestions.

- It was noted that ITS offers ongoing computer training classes throughout the year that all are welcome to attend. ITS will also hold training on Office 2000 after the first of the year in preparation for installation of Office 2000 which will be rolled out sometime in the Spring of 2008.
- Alana acknowledged and welcomed Emily French who is returning after maternity leave for her new baby Nolan.
- Anthony Ambrogio’s baby girl was born this week.
- Marilyn Gibbs is home recovering from her knee replacement surgery. If you need to contact her, she may be reached by email at home. She is working from home. Her occupational and physical therapies are now on an outpatient basis.
- President Lindgren recognized Kim Fish for completing her Master’s in Management Information Systems.
- Sharon Jackson noted that all should be receiving their health insurance cards from Southern Health in the mail sometime before Christmas.
- Announcement by Alana on behalf of the Registrar’s Office regarding retention: If a staff member hears a student mention that he/she does not plan to return to R-MC next semester, please encourage them to complete the “Intention Not to Return” Form. Turning in this form will set in motion a process whereby the student will meet with the Dean of Students and Associate Dean of the College which may lead to exploring how they might be helped to remain at R-MC.

Alana also noted that she talks with students about the re-application process, should they wish to attend R-MC after they have withdrawn from school.

- Kim Cressy announced that there are 190 students going abroad during Jan term. Marketing and Communications will be coordinating their web journals and staff are encouraged to read them online.
- Alana announced that 2008 is Ashland’s 150<sup>th</sup> birthday and that President Lindgren is co-chair of the celebration along with Mayor Faye Pritchard. They are planning the events that will take place throughout the year. There are 200 volunteers who have committed to help but several hundred more are needed.
- Mary Polce-Lynch announced that the M&M FYC students are interviewing elderly people from Ashland to capture their memories for publication during the celebration.

- Herb Bailey suggested that the Registrar's office offer alumni the opportunity to sign the matriculation book, since there are years when this was not done. This would bring alumni back to campus for a memorable experience.

--Notes submitted by Sally Gudas