Special Executive Staff Caucus Meeting

October 30, 2009

Health Science Bldg.--Room 211

Agenda:

1. Call To Order
2. Question/Answer Period
3. Adjourn

Members Present: Mike Moore, Michael Cole, Jared Welsh, Terry Sexton, Rita Moore, Roberta Moore, Terry Miller, Deb Huguenin, Kathy Emmer

Members Absent: Kay Leitenberger, Susan Householder

Reason for Special Meeting: This meeting was called to address questions and concerns among Staff Caucus Members and to define who is a member and what role the staff has with the Staff Caucus.

1. Who are Staff Caucus Members? A group of twelve (12) elected staff members voted by their peers to represent the staff with a voice to North Central State College.

2. What role does the Staff have in the caucus? Since the Caucus Members are the voice of the Staff it is up to the staff to come to them with questions and concerns they may have and support the decisions that the Caucus makes in matters that concern all staff. The staff members must also represent the whole staff population on various committees and report any findings from those committees.

3. How many members are on Staff Caucus? A total of twelve (12); eleven members are presently serving and an election at this time was voted on to “re-instate” Robert Shambaugh back on the Staff Caucus as a member (to begin on November 12, 2009).

4. Can we create a proxy list? It was suggested that a “proxy-pool” be created to help with substitutes for the Staff Caucus.

5. Do Staff Caucus Members know what the North Central State College Constitution says? It was decided that as a Staff Caucus Member, it is your duty to be familiar with the present constitution and the revisions being presented at this time.

6. Are Staff Caucus Members entitled to Flex-time for attending meetings outside of regular working hours? Per Don Plotts, this has been agreed upon with the College Administration.
7. There is some question about departmental representation on the Staff Caucus.----We will abide by the constitution on the representation until the revisions have been made to the constitution.

8. Mike Moore to take a leave of absence February thru June 2010.----Michael Cole to step up to Facilitator at that time. (There has to be a vote on this by the representatives of the caucus in December).

9. Staff Caucus voted to have a December meeting.----December 10, 2009, Fallerius Bldg. room 149 @ 9am to 11am.

10. Staff Caucus decided to add bylaws to our constitution, upon revision, to deal with issues with the Executive team of Staff Caucus.----(ie., leave of absence of Facilitator)

11. There will be a standing Professional Development Committee team headed up by Dr. Karen Reed.----The process is to begin January 2010.

12. The discussion of accountability for staff representatives.----We have a need for some type of disciplinary action of the Staff Caucus Representatives, when they don’t show up for meetings 3 or 4 times in a row (with or without a proxy).

13. Why do we need to approve minutes online ahead of our scheduled meetings?----This is done to speed things up in out meetings, we don’t feel the need to delay our meetings over writing errors and other corrections at our meetings, when we can do it easily over the internet.

14. Do you have trouble with your supervisor giving you permission to leave to come to staff caucus meetings?----Don Plotts assured us this should not be an issue and if it is, it can be resolved.

15. Discussed an anonymous letter someone wrote to the president of the college.----No one knew the origination of the letter.

16. Are we going to continue to use the old Proposal form or are we going to revise it in collaboration with the Faculty Caucus?----This is still open for discussion by the Staff Caucus.

17. Communication about our most recent in-service day.----none given

18. Staff Caucus looking for fair-consistent-open communication with the present administration among Caucus’ and Administration.

19. Do we need to separate the policies, procedures and constitution with the Faculty and Staff?----It was voted upon to not separate but to continue like we have been.

Respectfully Submitted by: Jared Welsh, Terry Sexton and Michael Cole