MSAC meeting minutes 10/3/2012

Members in attendance: Kathleen Clemons, David Collins, Colleen Corwin, Penny, Eyster, Sharon Gattshall, Gary Iams, Cathy McClain, Ellen Sheaffer, Bryan Sickmiller

Election of Recorder/Vice Chair: Penny nominated Cathy McClain, she declined the nomination stating she was unsure if she would be able to make all of the meetings but volunteered to be the backup in case the elected person could not make a meeting. Ellen self nominated herself. A vote was taken. Ellen was elected with Cathy serving as a substitute.

Old Business:

- Welcome Baskets: The idea of welcome baskets for new employees was discussed with Mary Jo Mundy in Human Resources. She was receptive to the idea. There is one new employee [in IT] and two in the near future [counseling and housekeeping]
- Mentoring: The mentoring program for new employees was discussed. Bryan volunteered to mentor the new counselor, once hired. Penny volunteered to mentor the new IT employee, Travis. David volunteered to mentor the new custodial employee.
- Outstanding Employee Award: It was discussed that the winner needs to be selected earlier in order for Human Resources to order the awards in time for the presentation [at least one month prior]. Also there was discussion concerning better education to the staff about what the criteria is for the award and what the selection process is. Also discussed was the reading of the entire nomination letter and giving the winner the letters of nomination.
- Staff potluck: There will be a staff potluck on Wednesday, January 9.

New Business:

- Beat M Week [November 14-20]: Sharon and Ellen volunteered to be on the planning committee. Penny, Bryan, David, Kathleen, and Gary volunteered to help during the activities.
- Professional Development Funds: The first deadline will be Friday, November 16. A sample budget needs to be linked online.
- Future All Staff Meeting:
- The Business office will be invited to explain mileage reimbursement.
- Invite members of USAC to talk about what types of things they are doing for us.
- Invite someone to do Disruptive Student training.

Bryan made a motion for adjournment. Kathleen seconded the motion. Meeting adjourned at 10:49 a.m.

Submitted by
Ellen Sheaffer-Vice Chair