

Special Staff Council Meeting Minutes for July 12, 2005

Submitted by Gail Daggett July 12, 2005

Present: Terri Hellmann, Gail Daggett, Linda Bielewicz, Marsha Shaw, Cathy Archer, Kathy Coppola, Diana Goodnight, Kim Maxwell, Cheryl Little, Tara Halbrook, Rita Martin, Oleatha Love, LuAnn Name, Bobbi Johnson, Marcia Andersen, Eva Howe, Diane Stout, and Kathleen Mills.

This was a special meeting with Bill Yost and Jerre Fercho in response to the survey taken last year regarding how to improve IU Kokomo.

A new, updated campus phone directory was the first matter discussed, and which we unanimously support. Bill said that was being looked into right now.

Another topic discussed was the void in campus communication, especially regarding department events and procedures. Because every IU Kokomo employee at some time will be asked a question by students or parents, it is imperative that we have the pertinent information to answer questions in a timely manner. Preparation of a manual on procedures for campus staff (i.e. emergency situations and who to contact first), was suggested in order that we might all know what is expected of us in campus related situations.

There were discussions suggesting a series of workshops in order that everyone could express their concerns and ideas; that each department compile descriptions of the services they offer; and that someone from each department attend orientations and pick up handbooks so we have the same reference material as the students.

After hearing a few suggestions and concerns from staff council members, Bill agreed to present the information to the IU Kokomo Cabinet and then let Cathy Archer know what the Cabinet recommends as the next step to improving or resolving specific issues.

The next meeting will be held the first of August to discuss the Craft Show.

The meeting was adjourned at approximately 10:45 a.m.