Staff Meeting Minutes

11/16/11

In attendance: Frank Dowd, Bill Shuluk, Jane Bigelow, Peggy Phetterplace, Tim Bishop, Heidi Swanson, Steven Kolberg, Cindy Campbell

1. SACS debriefing: Bill and Jane put together a document describing what issues the College received as recommendations from SACS and placed the list alongside the SACS guide to keep all informed as to the challenges the College will need to address. This document will be left at the front desk to read. Bill feels that we will retain accreditation, but there are serious problems that are in need of attention.
2. Staffing: Diane is retiring February 24, 2012. Bill will go to work immediately to fill the position with no gaps. Jane is going on maternity leave for 3 months, probably starting in February. Bill reports that after consulting with HR about Jane possibly working from home that this is not a possibility due to the limits within the faculty contract. Bill apologized for any shortness and stated that everyone is experiencing stress due to workload, SACS, and continuing issues at the College. Please be understanding of each other.
3. Frank requested that when his door is closed please refer students to another librarian. All the Librarians agreed that Frank, because of the location of his office, suffers an inability to get work done uninterrupted for any length of time. Frank will make a door sign for when he is unavailable.
4. Frank is restructuring LS204. He would like feedback.
5. Bill stated that between now and Christmas there will be no new projects – and to finish the remainder of the semester with a sense of relief now that the SACS Library review is complete. ☺