



**Staff Senate Minutes**  
**Friday, December 13th, 2013**

**Members Present:** Damon Lares, Cathy Brett, Trish DiLullo, Lynn Frank, Nicki Johns, Suzanne Sims.

**Members Absent:** Nancy Croomes, Penny Roberts, Chad Adams, Dana Waldrop, Laura Allen

**Handouts:** Staff Senate Constitution, Employee Code of Ethics and Professional Responsibilities

- 1) **Call to Order:** Meeting called to order at 1:36pm
- 2) **New Business:**
  - a) **Community Service:**
    - i) Items collected and delivered to animal shelter was successful.
    - ii) Nursing home Christmas gifts were successful. Lynn will check with the nursing home to set up delivery time.
    - iii) Carnation sale will be in February
  - b) **Staff Senate Fund:**
    - i) Money from the Faculty (\$570) given to the staff has been set up in a fund in the business office.
  - c) **Professional Development:**
    - i) Hugh Long said he was willing to do a workshop in January 2014 on public speaking. FISH will be in March and possibly another workshop in the Fall 2014.
  - d) **Revisit Staff Senate Constitution:**
    - i) Look over during Christmas break to see if any changes need to be made.
  - e) **Employee Code of Ethics and Professional Responsibilities:**
    - i) Dr. Cromwell asked the Staff Senate to look it over to see if changes need to be made. We have until the end of January to get the revisions in.
  - f) **Staff Luncheon:**
    - i) April 2014 – Damon will check Dr. Glenn’s schedule before we decide on a date.
    - ii) The John ”Booty” Murray award will be presented that day. Nominations will go out in March. Lynn and Suzanne will be in charge of the theme. Trish will check pricing with Limestone Bay, Nicki will collect pictures and create the power point, and Cathy will contact Frank Travis as the speaker.
- 3) **Announcements:** The next meeting will be January 10, 2014.
- 4) **Adjourn:** The meeting adjourned at 2:40pm.