

Staff Forum Minutes
December 15, 1999
9-11 am
University Outreach Center

Present: Debbie Allison, Chuck Wooten, Tammy Haskett, Pryde Farmer, Traci Haskett, Tom Frazier, Dennis Benson, Lisa Scruggs, Lynda McNeely, John Ritchie, John Surber, Judy Dowell, Lorri Allison, Peggy Eidson, Bob Orr, Linda Sutton, Barbara Parris, Kathy Wong

Absent: Daniel Barrier, Clifton Fisher, Marvin Wilkes

Guest: Dave Cowan, Darin Thomas, Norma Cowan, David Burris

Welcome: Bob Orr welcomed everyone, especially the guest, to the December Staff Forum meeting.

Minutes: The November SF minutes were approved.

Information Items: Kathy Wong reported that Dr. Ed Brenegar, Connections Training, has met individually with all of the VC's and is meeting with the Chancellor today. Human Resources has formed a Task Force to go through the feedback from all of the Connections Training. The Task Force is: Rosie Greenwood, Dawne Coward, Donna Welch, Tim Jacobs, Bonnie Beam, Harriett Lee, Candy Benson and Barbara Ashe. Bob handed out a Third Draft of the End of Year Report. Please send your revisions to Bob by Wednesday, December 22. Bob and Linda have met with all of the Vice Chancellor's. The VC's support Staff Forum totally and are willing to do a town meeting.

Old Business: The Town Meeting led by Chancellor Bardo will be January 6 at 2 pm at Hoey Auditorium. The Vice Chancellor's town meetings will probably be every other month. This will be discussed more at the next SF meeting.

Harry Mike Duke will take Milton Harris's place on SF.

Tammy Haskett presented the slate of officers: Chair: Bob Orr, Vice Chair: John Ritchie, Barbara Parris, Secretary: Tracie Haskett, Lisa Scruggs. SF members to UAC: Linda Sutton, Lisa Scruggs, Tammy Haskett. At large members to UAC: Pam Buchanan, Dawne Coward, Dave Cowan, Tim Chapman, Linda Hambrick, Beth Leftwich, Carolyn Parris, Roger Turk, Andy DeGrove.

Kathy Wong's staff is continuing to work on a Human Resources Staff Handbook. The HR Handbook will be available on the web after the first of the new year. Kathy suggested that SF work on a broader handbook for staff. Bob sent the Staff Handbook to committee. Lynda McNeely's Environment Committee will begin working on this project.

New Business: John Surber read a letter from Carolyn Parris requesting a copy of the Office of State Personnel Manual. Lisa Scurgss responded by saying anyone is welcome to come to her office to look at the manual but it is a very thick document. She also stated she would help anyone go online to view the manual. John stated he would take that information back to Carolyn.

Publications Committee: Barbara Parris presented the first SF newsletter. Tom Frazier designed the heading. For future newsletter articles send to Lorri Allison for editing. Barbara will send around a distribution tree for SF members to adopt a building. The flyer advertising the Chancellor's Town meeting will be sent out soon. Bob will advertise the Town Meeting on the electronic sign. Barbara

reported that all the minutes, issues and actions are now on the SF web site. Lisa Scruggs asked Kathy Wong to please let the staff know about the web site.

Environment Committee: Lynda McNeely handed out an updated Information Items.

Human Resources Committee: John Ritchie stressed the importance of continuing with the salary benefits research.

Next Meeting: January 19, 2000 at 143 University Outreach Center, 9-11 am.

Meeting Adjourned: 10:00 am

Respectfully submitted,

Debbie Allison
Secretary