President Nadauld Meeting

March 22, 2010

9:00 am

President's Office

Minutes

Follow Up: Job Descriptions

Discussion: Dennis asked President Nadauld if anything had been done on the Job Descriptions. President Nadauld said that he had not. He said that it would be at least 3-4 weeks before he could give any attention to job descriptions because he needed to work on the budget. The state was taking 12% away and he needed to figure out what the college was going to do.

Dennis told the President that Karl had received an email from Pam and they had set a date for a meeting concerning the job descriptions. The president was pleased.

Follow Up: Hiring Policy

Discussion: President Nadauld said that he had not talked to Pam about this policy and since he had been at Dixie he was not aware of any problems. He said that there were two sides to the coin; we must allow the institution some flexibility to insure they hire the right people and second to be fair to those who want to be hired by the college. He said it was a balancing act and that he would review our policies. He wanted to make sure the procedures follow the policies.

Follow Up: Listen to the President

Claudia told the President that we heard what he said about morale and the Association was taking steps to help with that issue. She thanked him for approving the Wellness Activities for the employees and said that this was a good example of how to improve morale and hoped we could add more benefits to the employees.

Agenda Item: Summer Schedule

Discussion: Dennis asked the President if a decision regarding the summer schedule had been made, President Nadauld said it has not. He wanted to know if we were aware of what the staff wanted. Dennis told him that the majority would like to work a four-day week and have Fridays off. We explained that in our Staff Board meeting the majority felt that the college should have everyone working a four-day or a five-day workweek, not mixed. We discussed the reason behind the Friday closure; Closing on Friday was suppose to be a way to save on utility costs, but even the state is finding out that the savings are not that great. We are also aware that more classes are being held on Friday making it necessary for more departments to stay open on Friday.

Action Item: Tuesday, March 23 President Nadauld was going to make a decision in his Executive Staff meeting.

Agenda Item: Money to Fund the Annual May Day Event

President Nadauld asked the date of our May function and asked how it was going. Claudia told him that it would cost about $2400.00 and since this was going to be an annual event, we needed to have a commitment on who would be sponsoring the event. If we divided it between Exempt Staff, Non-Exempt Staff, and Faculty and if Donna kicked in a fourth, then it would not be a burden on anyone. If we get a commitment from each of the groups, they could budget it each year.

Action Item: Dennis said he would call Donna, exempt and faculty for a commitment.

Agenda Item: Communication

Dennis told the President that good communication was necessary during these hard times and told him about the Newsletter that the Non-Exempt wanted to work on. He felt that if employees knew why different decisions are made, it would be easier for the employees to accept. It would definitely cut down the rumor mill.

Claudia explained the outline of the newsletter, but explained that she would check into the magazine, Advantage. Dennis felt that the new employee's page was very important.

Action Item: Claudia would check into the Advantage and other printed magazines.