

Staff Representative Group
October 15, 2015
Minutes

Members Present: Marie Mize (Chair), Shawn Lanphere, Cindy Wentworth (Secretary), Robin Jennings, Deb Baker

Not Present: Leslie Grove, Susan Hanson, Tina Whitehair, Tiffany Sargent

Special Guests: Dean Bo Rutledge
Suzanne Graham

Suzanne Graham was present to discuss Staff Development programs at the law school. On November 12th a tutorial on Excel (advanced) will be held in Room I from 12:15 to 1:00. Additional programs on other programs will be held throughout the semester.

Suzanne also encouraged staff to take advantage of the other tutorials available, particularly Lynda and Book 24x7.

Dean Rutledge spoke regarding items that have been raised at previous staff meetings. Foremost of those being staff salary increases, the Dean indicated that it appears raises will be included in next year's budget. Another item addressed by the Dean was "red zone" times for the law school. These would be times when it is acknowledged that staff members are extremely busy, i.e. exam period, and the faculty would be cognizant of the fact that some items will be pushed aside until the crisis period has passed. All staff agreed that this is an excellent plan.

The Dean also asked with the Council would have any objections to Professor Chafee being honored at the 2015 Holiday luncheon. The council had no objections.

Deb Baker agreed to initiate contact with Project Safe to see what needs we could help with this year for our Jill Birch Angel Project.

By-laws – our bylaws still have not been updated and we agreed to be more diligent in editing and updating those within the upcoming weeks.

There being no more business the meeting was adjourned. The November meeting is scheduled for November 19th.