

Support Staff Minutes

August 11, 2011

The Support Staff meeting convened at 11:00 a.m. in the IT Chat Room. Support Staff Board members present were: Odessa Shupe (chair), Tish Fox, Pat Johnston, Teresa Jones, Gail Martin, Lynn Taylor, and Angela Winn.

Agenda Items:

1. Support Staff Information Box/Employee of the Month

Members discussed the shadow box/display window containing information regarding support staff events, fundraisers, and other information about members that is located in Godbey Hall near the mailroom. The support staff plans to use this as an information bulletin and for occasional contests for support staff. We decided not to pursue employee of the month at this time.

2. First day of classes - Donuts

Members decided to have donuts for the instructors/staff on August 22, the first day of classes.

3. Welcome New Employees

It was suggested to present the two new employees with balloons and a card to introduce them to the support staff.

4. SSA Meetings/Staff Development

Members discussed various ideas for meetings in the upcoming year. It was decided to collect care package items for the deployed troops in September since there was such a large response from faculty and staff.

5. Review Constitution/VCCA Membership

Members discussed the Support Staff Constitution and decided to review the Constitution to see if changes need to be made.

Members discussed VCCA membership and are interested in learning more. Members may visit www.vccaedu.org for more information.

There being no further business, the meeting was adjourned at 12:00 p.m. The next meeting is scheduled for September 15 at 11 a.m. in the IT Chat Room.

Respectfully Submitted,



Kathy Ridpath
Secretary/Treasurer