

## **Notes from Council on Community Building Meeting January 28, 2004**

**In attendance: Roy Bond ,Bobbie Harrison, Peter Irwin, Janet James, Steve Mittelstet, Bill Neal, Pablo Pascal, Sam Showman, Mita Tripathi, Susan Barkley**

### **Monthly Safety Inspections:**

Sam Showman shared a draft of a document that will be going out to Richland regarding safety inspections and inventories. He stressed the necessity of complying with safety standards for insurance policies and in response to a dramatic increase in insurance premiums

- Safety inspections will take place February 19 & 20, 2004.
- Roy bond suggested that Sam might want to offer an information session for RLC to explain and discuss issues concerning this initiative.
- A concern was raised that inventory be done in a more appropriate manner than the episode of removing items that occurred this fall.
- Sam assured the council that items not complying would only be tagged, not removed.

### **Staff/ Faculty Lounge**

Steve asked us to launch a grand opening of the staff/faculty lounge for the week of Feb. 9-13. The following are areas that will need to be addressed for the occasion.

1. Furniture – Peter Irwin has been working with Wes to find furniture for the lounge and will continue to pursue this.
2. Refreshments should be served daily in the morning and late afternoon to accommodate adjunct faculty- Mita Tripathi will work with Ron and food services.
3. An invitation to RLC – Susan Barkley will work with the IS department to have an announcement in ThunderBridge.
4. Plants – Susan will contact the Horticulture Department
5. Art work – Susan will contact Randall Garrett
6. Greeters from the CCB – we will send out a sign-up sheet via email
7. Suggestion Box for comments from Staff and Faculty
8. Prizes, raffle items – Mita will contact the bookstore for donated items

Steve shared with us long range plans for utilization of campus space. E077 and E055 will probably be incorporated into a student cafeteria area. Because the future location of the faculty /staff lounge will probably not be E055, it is not advisable to invest a great deal of money in furnishing and decorating the present lounge. This does, however, give us an opportunity to receive information from staff and faculty about their needs and desires for the faculty/staff lounge. Professional development and the staff/faculty lounge might be in the same area depending on the councils' recommendations. Steve expressed an opinion that activities in the staff/faculty lounge be informal gatherings. Meetings should be scheduled other places. A professional development library maintained by Roy will have a presence in the lounge.

### **WEB Site**

Steve requested that the council develop its own web site. Pablo Pascal will get that up and running for us by February 6. Our mission statement, members' names, projects that we have sponsored, nomination form for the student Wall of Honor, archived minutes, future upcoming events etc. are some of the items we could feature on the web site.

### **Wall of Honor**

- Nominations are due by noon February 10, 2004 submitted to SPAR office. Peter will send out the reminder and nomination form to RLC
- The meeting of February 10, 2004 will be used to select students for the spring Wall of Honor.

### **Meeting Times**

Steve suggested that we poll members that have been active in the council to determine the best meeting time. Susan Barkley will contact active members and the group will decide via email day and time to meet. Follow up – after contacting all active members our meeting date was changed to Tuesday and the meeting time will be at 2:00

**Next meeting February 10, 2004 at 2:00 in C110**