The meeting was held in the Hagerty Lounge, Saint Mary’s College, Moraga, California

Council Members Present:
Sarah Vital    Sally Jamison    Alle Porter
Shiralee Batten    Natalie McCosker    Claudine Roselle Puente
Chandra Commer    Monica Mendenhall
Tim Farley    Christine Oh
Carol Firestone    Melinda Oliver

Council Members with Excused Absence:
Laurie Aguirre    Karen Miller
Libby Bernard    Analisa Schienbein

I.  Call to Order

Council Chair Sarah Vital called the meeting to order at 12:05 pm

II.  Role Call

Committee secretary Claudine Roselle Puente took roll.

III.  Audience Participation

Open forum was given to Ann Kelly from Human Resources. Discussions were made in regards to the paid holiday schedule. The holiday week at Christmas is complicated by Christmas falling on a Sunday this year. The question was whether to schedule the break the week before or the week after, or split the 5 days of paid holiday between the two weeks. Ann Kelly noted that the academic calendars and work flow schedules should be taken into account. Any non-exempt employee that works on a “college holiday” is entitled to time and a half of pay. Because of departmental end-of-year needs, splitting the 5 days between the two weeks was the favored option. Those employees wanting a full calendar week are eligible to take vacation days before or after the holiday, pending departmental needs and approval.

In addition, Ann Kelly announced that the new online Sexual Harassment Prevention Seminars will most likely begin to take place in July 2011. Also, Performance Reviews as always will take place in either June or July 2011.

IV.  Approval of the January 2011 and Secretary’s Report

Minutes of the January 2011 meetings were distributed. Natalie McCosker motioned and Tim Farley seconded to approve the January 2011 minutes. Minutes were approved unanimously.
V. **Treasurer’s Report**

No Treasurer’s Report made, due to Treasurer’s absence. However, the Staff Council budget has been restored to pre-reduction levels, and leaves a new balance of $732.36 for the year.

VI. **Chair and Chair-Elect Report**

a. Sarah Vital reminded the Council that the Board of Trustees approved a 2% increase to the staff salary pool. Based on a recommendation from the Hay Group, Vice-President of Finance and Human resources are looking at how to distributed.

b. Tim Farley met with Campus Facilities in February. The College has made a great deal of progress towards the AT&T cell tower. Those with AT&T mobile phones now have better service for cell usage at the College because of a new tower in Moraga; students living on campus still have troublesome service, so the on-campus cell tower is still highly desirable.

VII. **Old Business**

a. The Chair announced that with the budget restored and a large balance for the year remaining, she approved the $200 contribution to the “Worker’s Appreciation Luncheon” for Sodexo and Able employees.

VIII. **New Business**

a. Academic Convocation will be held on April 6, 2011 in the Chapel, during De La Salle Week, in honor of Brother Augustine (Gus) Boquer. All Staff Council Members are encouraged to attend.

b. Council Member Sally Jamison invited Staff Council to attend Soup and Substance on April 5, 2011 in the Soda Center.

IX. **Adjournment**

Shiralee Batten moved and Melinda Oliver seconded to adjourn the meeting at 12:35 pm.

Respectfully submitted,
Claudine Roselle Puente, Secretary
March 8, 2011