Council members present: Janet Amador, Joan Iva Cube-Fawcett, Audrey Freeman, Scott Logan, Susan Swift, Mark Tapiarene, Janet Thys, Elise Wong, Latifa Popal, Patrick Lorenzo, Sara Mumolo, Excused, not present: Tracey Donaldson, Carole Wolf, Mike Jung, Rita Pearson, Irene Umipig.

Call to Order: Council co-chair Janet Amador called the meeting to order at 12:07 pm.

Executive Session with Lunch

1. Approval of the Minutes for November 11th, 2014:
   Elise Wong noted that the language should be changed under Bylaws and Elections from “allowed” to “eligible” for Brothers being involved with Staff Council (nominations to Staff Council and voting). Audrey Freeman stated that she will change the language in that part of the meeting minutes from November.
   Record of Action: Motion to approve the meeting minutes for November 11th, 2014:
   Motioned by: Scott Logan
   Seconded by: Latifa Popal
   Record of Action: Staff Council meeting minutes have been approved for November 11th, 2014 by two council members.

2. Staff Activities:
   Frank Pinkela wasn’t in attendance in our meeting, so Janet made a few announcements on their behalf: a Christmas Carol Sing-along event is going to be held on December 18th in the SMC Chapel, and that no new events have been added to their calendar, other than lunch events in the Spring semester.

3. Treasurer Report (Latifa Popal)
   a. Latifa Popal distributed the Treasurer’s report for the semester, which showed very little activity; except for the monthly staff council meeting lunches and some print jobs that are pending from August and October.
      Motioned: Audrey Freeman
      Seconded: Joan Iva Cube-Fawcett
      Janet asked the Staff Council in light of the budget report to think about how the funds can be used before the end of the academic year.

4. Chair Report (Janet Amador)
a. Janet Amador reported that any emails that are coming to the official Staff Council email are being forwarded to Janet Amador herself, so she is able to respond to those queries from now on.

b. Janet also thanked those on Staff Council for participating in the Benefits Fair in the Soda Center this past week. Next year, a separate table will be requested from the Faculty section as there is enough space in the Soda Center for a Staff area.

c. Janet asked Staff Council about whether they had heard this semester from other departments on funds that are needed for activities, initiatives, etc. Scott Logan has had a few conversations with RHA about recycling efforts on campus (flyers, posters), and will follow up with Staff Council about how much RHA needs for printing and other promotional materials. Janet Thys stated that the Staff Development Committee will be meeting with Sunny Bradford to discuss the spring Learn About(s), and the lunch/refreshment costs. Latifa Popal said that Jane Joyce would like to invite a speaker who could come during Diversity Week at Saint Mary’s, and will follow up with more information from Jane in our next meeting. Janet noted that we can co-sponsor speakers within budgetary limits. Sara Mumulo proposed co-sponsorship from the Staff Council for the MFA graduate students community involvement with the Lafayette Seniors readings workshops on campus (75-100 dollars for printing costs). Elise Wong pondered aloud of the past year’s budgets for Staff Council, and whether there was a continuing pattern of extra moneys being left over—is there a possibility for a Staff Professional Development Fund with those extra moneys? Latifa reported that she will be creating a projection of this year’s budget, as well as the past three years as well to see the patterns of spending (or not spending).

d. Janet reported from her meeting with Pete Michell and Eduardo Salaz a few key items: 1.) Elise Wong brought up the question of release time for involvement in the Staff Council; the response from Pete and Eduardo is that they would like us to create a “pitch” document to distribute during elections for Staff Council of the reasons why any member of staff at Saint Mary’s should join and participate (professional development, leadership, intrinsic reasons to join) and also give to one’s supervisor. Pete and Eduardo also suggested an activity sheet for Staff Council members to document their activities/time on to be signed off by their supervisor...so that one’s supervisor understands your involvement during the work week. By doing this documentation over the academic year, Pete and Eduardo could possibly use the data from those time sheets and present those findings to the Board of the college...it will also help supervisors on campus to understand “why” a staff member involves themselves in Staff Council. 2.) The questions about student worker supervision have moved onto the EBAC Committee, and Scott Logan says many of the projects that they are working on are in “limbo” (Carole Wolfe and Mike Jung were not present for the Staff Council meeting.
Facilities Committee: Janet reported that a parking structure will be built and ready for use in 2016 or 2017, and there will be fees for all staff, faculty and students. 4.) Janet is involved with Goal 6: workforce strategy for the Strategic Implementation Plan; making sure that job descriptions match the Position Source Document, as well as measuring job satisfaction and that the goals of the department occurs.

5. Standing Committees Report

a. Communications and Outreach (Joan Iva Cube-Fawcett, chair, Suzi Swift, Sara Mumolo, Alle Porter (advisor))
   1) Right now, this committee is working primarily this month on the Spring newsletter for Staff Council, as well as continuing updates on the website in terms of upcoming meetings and Staff events (although the dates and times of some of the events aren’t there as of yet-they are working on communicating those details with the Staff events committee). For the spring newsletter, they are seeking to complete these pieces: information gleaned from the Rumor Mill in February, a recap on past monthly polls, information from Eduardo Salaz’s PSD presentation, as well as information from Sunny Bradford’s Staff Recognition Task Force. Suzi Swift will be reaching out to all of the Staff Council committees to ask for a contribution: either a goal they have, or accomplishment. This committee’s goal is to have the Spring newsletter completed by the end of January 2015. Monthly flyers are done by Joan, Suzi creates a monthly poll for Staff, Ali updates the Staff Council website. Poll results from this past month regarding commuter benefits: Sara states that the results were as follows: 14 yes’s, 25 no’s, and 30 not sure’s. 69 responses were recorded from this poll, which is the largest amount of participation this year. Those results are published on the website.

b. Staff Development and Climate (Janey Thys, chair, Patrick Lorenzo, Audrey Freeman and Irene Umipig)
   1) This committee doesn’t have anything to report this month, however they will be meeting next month to discuss the committee description and charter for Staff Council next year and proposing a vote from Staff Council based on new description. This committee will be meeting with Sunny Bradford to see how this committee can collaborate with Sunny and/or work on goals separate. Spotlight on Staff will continue.

c. Bylaws and Elections (Elise Wong, chair, Mike Jung, Mark Tapiarene)
   1) There is one proposal for changes in the bylaws: 1.) a proposal by Communication and Outreach committee to change the language in the bylaws by taking out the word “strategy” in the description of their committee title.
Motioned: Audrey Freeman
Seconded: Scott Logan
No abstentions, no nays

2.) The other topic or “question” proposed by the Bylaws and Elections committee is whether the chair of the Staff Council is an “at large” member of the council, or not. Currently in the bylaws, (Section 5, (e. vacancies)) indicates, the language dictates that there should be no more than 3 “at large” members in the council, and since there are 2 co-chairs, this means that only 1 staff council member can be “at large” per year. This committee proposes dropping the last three words of that section: “including the chair”, and to make the section ambiguous. Come election time, this will allow for candidates to fill in the areas of “at large” without having to supplement council member’s last minute to fill in different committees. Janet Amador stated that she didn’t see how taking out the last three words of the bylaws would be harmful to the council at large, and she proposed a vote for approval:

Motioned: Patrick Lorenzo
Seconded: Latifa Popal
No abstentions, no nays

d. **Compensation and Benefits** (Carole Wolf, chair, Scott Logan, co-chair, Latifa Popal, Tracey Donaldson)
   
1) Scott noted that since no one on his committee are present at the meeting, there’s nothing solid to present at the Staff Council meeting—although many “large potatoes” are moving (electronic timesheets, student compensation, benefits). Janet and Scott discussed that this committee deals with many large topics, and some prioritization needs to be implemented this upcoming year about which topics need to be “tackled” first, second, etc.

6. **Campus Committee Reports:**

   a. Budget Planning Committee: Jane Joyce stated that a meeting will take place on December 10th, where finalization needs to occur before their meeting with the Board of Trustees in January 2015.

   b. Campus Facilities/Sustainability: Scott Logan reported that campus sustainability is resurging with involvement from student groups and other constituents on campus, and that he has been appointed a “gold programming” member for Residence Life, which means that he does recycling presentations for residence halls (students can earn educational credits and rewards for their involvement). On a positive note, Scott reported
that 46.7% of waste has been diverted out of the landfills in the last 14 months from Saint Mary’s! PG&E will be sending engineers to our campus to inspect old boilers and machinery to see how we can recycle/reuse those items (Energy Efficiency Program). The action plan of the sustainability committee is be “revamped” this year.

c. The Social Justice Coordinating Committee: this committee met with the CCIE last month, and the Provost suggested that this committee disband into the CCIE in areas that those members would fit, and a celebration will be taking place in the Spring of 2015 for all the work done in this committee over the last ten years. The next and last meeting for this committee will be on December 10th, where the rest of the funds from the SJCC will be allocated to departments seeking funding for their events.

d. The Smoke-Free Campus Committee: Irene Umipig wasn’t present to speak about this topic.

e. The Recognition Task Force: This committee will be meeting in January, and more will be discussed at our next staff council meeting.

f. The Library Senate: Rita Pearson was not present in our meeting today, nothing to report in this meeting.

g. Employee Benefits Advisory Committee (EBAC): Jane Joyce stated that they will be meeting in January, and that the doctoral proposal is moving along. The health care costs are not increasing for staff this year, which is good news.

h. Campus Facilities Committee: Janet stated that this committee is working on attaining funding for the Library learning commons, and building priorities are being discussed from the Master Plan. Scott Logan noted that there is a big demand for more residence halls and space for living on this campus, and Jane Joyce stated that on her 24/7 campus committee, this topic is being discussed in the 10 year implementation plan.

i. College Committee on Inclusive Excellence (CCIE): Joan Iva Cube-Fawcett stated that Saint Mary’s College is applying for HSI status (Hispanic Serving Institution), and is hoping to attain Federal Grant moneys to better serve our students. The deadline for that grant is on December 18th, but they feel confident that they will complete the grant by that time. The budget subcommittee within the CCIE has $40,000 that can be used for professional development, or program development. The communications subcommittee is working on pathways to inclusion communications, and the Economic Realities movement has been gaining steam; a food pantry may be placed on our campus this year for students in need. The Bias Incidence Response
committee has been very busy this past semester, and Joan reiterated that staff can utilize the BIRT website to report any incidents they see or hear.

7. Old Business: nothing to report at this time.

8. New Business: The Intercultural Center will be hosting their 10 year anniversary celebration on Tuesday February 10th, from 6-8:00 p.m., and a book fund will be set up in Arthur Curley’s name for Pell-eligible students here at Saint Mary’s and announced during this event. Suzi Swift will be reporting in our next Staff Council meeting about staff giving this fiscal year.

9. **Adjournment:** Meeting adjourned at 1:22 pm.

Respectfully submitted,

Audrey Freeman, Secretary of Staff Council