**Staff Council Meeting Minutes**

**Tuesday, January 13th, 2015**

**Hagerty Lounge**

**12:00pm-1:30pm**

**Council members present:** Janet Amador, Joan Iva Cube-Fawcett, Audrey Freeman, Scott Logan, Patrick Lorenzo, Mike Jung, Janet Thys, Tracey Donaldson, Elise Wong, Irene Umipig, Sara Mumulo. Not present: Carole Wolf, Susan Swift, Rita Pearson.

**Call to Order:** Council co-chair Janet Amador called the meeting to order at 12:05 pm.

**Guest Speaker:** Eduardo Salaz, Associate VP and Chief Human Resources Office, “You and Your PSD”. Eduardo introduced his presentation by stating the main points that he would be covering: the historical overview of the Position Source Document (PSD), the definition of the PSD and what it entails, the overall flow process of the PSD through staff, supervisors and how it fits in with GaelPerform, some tips for approaching your supervisor with questions or discussion topics about your PSD, and lastly, the next steps regarding the PSD’s and the Human Resources department. Eduardo also introduced his colleagues, Sunny Bradford (Director of Learning & Organization Effectiveness) and Peter Chen (Director of Compensation) and stated that the information he was presenting would be available on the HR website. Implemented in 2009, the PSD was created by a task force to ensure that the staff on campus have an accurate idea of their position; job requirements, working conditions, areas of growth in one’s duties and responsibilities. The PSD is used to identify pay scale and salary, as well as performance expectations for supervisors and physical and mental requirements. Eduardo then went through the PSD flow process, and the ways in which a PSD is evaluated and mapped to Gael Perform. He noted that if changes are to be made in one’s PSD, that those should be noted by your supervisor to HR by April, as the evaluation of your position should be completed by June or July. In terms of salary levels and possible changes to salary, Eduardo highlighted the work that Peter Chen and the HR Compensation department does with PSD’s: Peter completes a thorough survey analysis for salary ranges of similar positions at other private colleges around California and nationwide, and sends his recommendations to supervisors and his department if there is a shift in salary levels for the responsibilities of certain positions with changes made to the PSD. Eduardo highlighted that his greatest tip for staff members who are seeking to work with their supervisors effectively on their PSD is to communicate the importance of making his/her PSD a joint responsibility between themselves and their supervisor. The next topic that Eduardo addressed was staff positions that include student worker supervision; he advised that you work with your supervisor to include those responsibilities in your PSD before your complete your evaluation in June and July. He also noted that changes in your PSD does not automatically mean that your salary level(s) will change; only about 30% of revised PSD’s on average result in a salary increase. Next steps for Human Resources: Sunny Bradford will be implementing a PSD Training for staff and supervisors over the next few years, as well as looking into a software that will populate the
GaelPerform database with your PSD information in the next year or at least in 2015-2016 time frame.

1. Motion to approve the meeting minutes for December 9th, 2014:
   **Motioned:** Scott Logan
   **Seconded:** Elise Wong
   **All in favor, no abstentions.**

2. **Staff Activities:** Frank Pinkela highlighted upcoming Staff Activities: Bingo, January 22\textsuperscript{nd}, Dryden Hall, “Deli Days” with Togo Sandwiches at Rheem, Friday, February 13\textsuperscript{th}, March is undecided as of now, April 2\textsuperscript{nd} “Appreciation Luncheon”, “Meet the Brothers” event in the Spring, “Staff BBQ” in May in the Redwood Grove; they will be hosting a Pig Roast on June 3\textsuperscript{rd}, 2015.

3. **Treasurer’s Report** (*Latifa Popal*)

   Latifa presented the Treasurer’s report for the past three years: we will have $1,000.00 dollars leftover for the year if nothing is expensed to our budget until the end of the fiscal year.

   **Motioned:** Mike Jung
   **Seconded:** Patrick Lorenzo
   **All in favor, no abstentions.**

4. **Chair Report** (*Janet Amador*)

   a. Janet Amador reported that during her meeting with Pete and Eduardo, she presented the possibility of creating a “Staff Development Fund” with some of the money in our allotted budget. One glitch presented itself after discussion: there is some money already in some departments for professional development…Pete and Eduardo suggested that we consider placing some money for staff professional development into the Staff Recognition Award (ties into Staff Development committee and Staff Recognition committee). Joan Iva Cube Fawcett noted that our budget isn’t substantial enough to help a lot of staff members if there was a demand, therefore it wouldn’t be equitable if we offered professional development solely…Mike Jung noted that it may be meaningful for one staff person if they received an award for professional development, although it will be on a smaller scope. Scott Logan noted two things: 1.) many departments have professional development funds, and 2.) Sunny Bradford is willing to listen to departments and staff members who are seeking training, and create workshops specifically for those requests/departments. Latifa Popal wondered aloud if we are still interested in supporting (co-sponsoring) a professional speaker, Scott Logan wondered about recycling initiatives; Audrey
Freeman also noted the LearnAbout lunch in April/May. Janet finished the discussion by stating that there is much to ruminate and discuss regarding our budget, and what our legacy will be from Staff Council.

5. Standing Committees Report

   a. **Staff Development and Climate** (Janey Thys, chair, Patrick Lorenzo, Audrey Freeman and Irene Umipig)

      i. This committee is moving forward with a new development in collaboration with Sunny Bradford: in the Fall, this committee will act as a voice/advisory committee for staff regarding what topics/ideas for development can be implemented on campus, and in the Spring supporting Sunny with the LearnAbout. Irene noted that our LearnAbout will be on May 28th in Hagerty Lounge.

      ii. Janet asked that this committee look over the Parking Poll responses that were collected from Staff this past month to find themes and questions to use for the Rumor Mill meeting in February, as requested by Pete Michell and Eduardo Salaz. Janet Thys stated that she would be willing to work on this project

      iii. Audrey asked Staff Council for their help in responses to the “Top Reasons to Join Staff Council”- she will create a Google form for staff to use in filling out their reasons for joining Staff Council.

   b. **Bylaws and Elections** (Elise Wong, chair, Mike Jung, Mark Tapiarene)

      i. Elise asked about “Past Chair Advisory Committee” proposal, and whether or not she will be able to remove that part of the Bylaws language.

         **Motioned:** Scott Logan  
         **Seconded:** Latifa Popal  
         **All in favor, no abstentions.**

      ii. The Election process begins in February 2015, with the nomination period beginning on March 9th, and Elise noted that she will have more to report at the next Staff Council meeting. The Bylaws and Elections committee is joining with the Staff Development Committee in the creation of a Staff Council nomination letter, and a “Top Reasons to Join Staff Council” flyer before our next Staff Council meeting.

   c. **Communications and Outreach** (Joan Iva Cube-Fawcett, chair, Suzi Swift, Sara Mumolo, Alle Porter (advisor))

      i. This committee would like to include the “Top Reasons to Join Staff Council” in the Staff Council Spring newsletter, which should be ready by the February Rumor Mill meeting. Joan Iva Cube Fawcett asked that all committees send Suzi Swift one goal and one accomplishment by January 22nd, 2015. Alle Porter is formatting the newsletter at this time, and asked for a “Chair’s Message” from Janet Amador to be included in the newsletter.
d. **Compensation and Benefits** (Carole Wolf, chair, Scott Logan, co-chair, Latifa Popal, Tracey Donaldson)
   i. Scott noted that this committee needs to meet in the next week to discuss some developments in their goals and projects.

6. **Old Business:** nothing to report at this time.

7. **New Business:** The Rumor Mill meeting will be held in Claeys Lounge, and lunch will be provided early (11:45 a.m.) for Staff Council members to eat before the official meeting time. Janet Amador requested that Staff Council members build in 15-20 minutes to their schedule for this next meeting. Staff Council members agreed that we should spend a small amount of money on refreshments for staff members who come to our February Rumor Mill meeting. Irene Umipig called for contributions from Staff Council members who would be willing to participate in a student-driven “Smoke-Free Campus” presentation this Spring semester to the President’s Cabinet. Janet Amador also noted that Rita Pearson will be present at our next Staff Council meeting.

8. **Adjournment:** Meeting adjourned at 1:35 p.m.

   Respectfully submitted,

   Audrey Freeman, Secretary of Staff Council