Staff Council Meeting Minutes  
Tuesday, March 10th, 2015  
Hagerty Lounge  
12:00pm-1:30pm

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

**Call to Order:** Council co-chair Janet Amador called the meeting to order at 12:00 pm.

1. **No motion to approve the meeting minutes for February 10th, 2014, as it was a special Staff Council meeting; “Rumor Mill”, and no minutes were recorded. Questions were collected by Rita Pearson and Janet Amador, and answered on the Staff Council website and through email to all staff, for those whose questions weren’t addressed at the Rumor Mill.**

2. **Staff Activities:** Frank Pinkela wasn’t present for the meeting, so nothing to note for Staff Activities at this time. Rita and Janet will follow up with Frank later on in the week.

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

   Latifa noted that the Treasurers Report was up to date, and Janet inquired about the line item “Special Guest Gift” at the bottom of the Treasurer’s Report. Latifa replied that it was a projection for an expense that has been spent over the past years. Elise Wong stated that the gift may be used for convocation, and Joan Iva Fawcett said in years past that we gave a gift during De La Salle week. Janet and Rita will be in touch with Barbara Smith, or Salli Jamison in the next few weeks.

   **Motioned:** Irene Umipig  
   **Seconded:** Scott Logan  
   **All in favor, no abstentions, no nays.**

4. **Chair Report (Janet and Rita)**

   Janet highlighted the success of the Rumor Mill on February 10th; 50 or more staff members (excluding Staff Council members) and the entire board including President Donahue were in attendance. The comments from the attendees were overwhelmingly positive, and showed a theme of appreciation for being able to ask the questions that they were curious about with the board of our college. Pete Michell reported to Janet and Rita that the cabinet would like to do another Rumor Mill in a years’ time. It might be held on Staff Day next year. Janet and Rita have also met with Sunny Bradford and Eduardo Salaz about a Staff Council award for recognition; their first concern was that there is already a Staff Recognition award moving forward through the Human Resources Department, and if our award was concurrent, there would be confusion. Janet noted that the Staff Council would like to work in collaboration with Sunny and
the HR department, and suggested the Staff Development and Climate committee work in close collaboration with Sunny and the HR staff on developing an award that is unique and unlike the “Staff Recognition” award. Rita asked that we not use the word “Recognition” when referring to an award given by Staff Council, as that word is already being utilized by the HR department. Janet stated that she is a part of the Staff Recognition award, and a part of the Staff Development and Climate committee-so she will be a key member is overseeing a project such as this one for Staff Council. Janet projected that we would host an awards event sometime next year, and at a different time than the Staff Recognition Award ceremony. The other item of business that was presented by Janet was the Staff Emeritii Award proposed by the Library. This proposal will be looked over by the EBAC committee, as well as the resolution to expand the tuition exchange program; the Senate proposed a doubling of the current cap in place (i.e. 2 to 4, 8 to 16). The last item of the Chair Report presented by Rita, was the topic of student supervision and recognition of that work done by staff members. Rita noted that the issue is now sitting before the cabinet of our college, and she and Janet highlighted that the issue moved quickly due to the understanding and guidance from Pete Michell and Eduardo Salaz in their conversations over the past months. Rita’s understanding from Pete and Eduardo was that we need buy-in from the board, and then structurally, changes may be made to staff members PSD’s.

5. Standing Committees Report

a. Bylaws and Elections (Elise Wong, chair, Mike Jung, Mark Tapiarene)
   i. Elise discussed the email she sent out which held information about the upcoming Staff Council nomination and election process this Spring. Elise asked staff council members to nominate fellow staff members, as well as self-nominate if one’s term was ending this semester. Nominations end on March 27th, and Elise noted that nominated staff members will receive a letter that explains the parameters of Staff Council and the committees. Nominated staff have until April 10th to accept or deny their nomination, and Mike Jung highlighted the fact the nomination form is currently working well, and four people have been nominated thus far.
   ii. Elise also presented the Bylaws Revision Proposal, which seeks to clarify that the Chairs are one constituent representative and voting members of the Council. The Council will be comprised of proportional representation from each Administrative area, totaling 16 constituent representatives, including the Chair.
      Motioned: Joan Iva Cube-Fawcett
      Seconded: Janet Thys
      All in favor, no abstentions.

b. Communications and Outreach (Joan Iva Cube-Fawcett, chair, Suzi Swift, Sara Mumolo, Alle Porter (advisor))
i. Joan Iva Cube-Fawcett noted that she will be leaving Saint Mary’s College for a new role at UC Berkeley starting this month, so Suzi Swift and Sara Mumolo will take over the leadership role(s) of this particular committee. Rita asked this committee to create poll questions that give our council an idea of what the staff needs (e.g. the “pulse” of the staff community), so that we are prepared to be most helpful to our college community for next year. Janet asked that the April and May polls consist of three questions already developed by this committee. Irene asked whether or not the polls could ask questions on behalf of Sunny Bradford, so that she knows what type of professional development workshops to host for this upcoming year. The consensus was that she should work with Web Services to develop a candid forum for staff to utilize before and after workshops, and for workshop ideas.

ii. On a final note, Joan stated the goal of this committee from thence forth is to have collaborations between communications and publicity and other staff council committees, creating lines of clear communication and reducing confusion about upcoming events and projects.

6. Committee Working Session:

   a. The BPC will meet in late March, and report at next Staff Council meeting.

   b. The Sustainability Committee, represented by Scott Logan: the contract with Banyon Water to save and monitor water on our campus fell through, and a contract has begun with Republic, a garbage and recycling company.
c. The Smoke-Free Campus Committee hosted a student advocacy training event, with 2 students from the ASSMC, 2 students from St. Luke’s Pre-Med Society, 2 students from Colleges against Cancer, and 1 student from PATCH. A Town Hall meeting will be hosted in April, and they will also be developing a presentation for the cabinet of the college. A strategic planning meeting will take place on March 13th.

d. The Recognition Task Force (re-named from “Performance Review Committee”); Janet Thys said that in their December budget meeting, the tiers were not approved, and they are re-organizing the parameters of the tiers. The budget for this award will not be taken out of staff development budget.

e. The Library Senate; nothing to report at this time.

f. The EBAC; Carole Wolf and Jane Joyce will need to followed up with to provide updates at next Staff Council meeting.

g. Campus Facilities Committee: Janet said that the big project has been trying to get the Alioto Recreation center paid off, and Tim Farley and Pete Michell are working with the Town of Moraga on the Master Plan (which projects are the biggest priorities).

h. The CCIE; Joan Iva Cube-Fawcett reminded staff council members that there is a budget available for events and campus initiatives, and that a TRIO proposal and HSI grant proposal are currently being constructed by CCIE task forces. The Interfaith Center needs support An upcoming event co-sponsored by the CCIE is “BlackLivesMatter” on March 10th, in the evening.

i. The Retirement Benefits Committee is led by Janet Amador-date this committee will meet will be reported at next meeting

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

8. New Business: Suzi Swift spoke about an upcoming on-campus philanthropic event on March 25th, 2015. For 24 hours, fundraising will take place on Saint Mary’s campus. Everyone is encouraged to give even a small amount; the ultimate goal: 1000 people donate to Saint Mary’s College. Joan Iva Cube-Fawcett also highlighted that the Arthur Curley Book Scholarship applications begin for students on April 1st, 2015.

9. Adjournment: Meeting adjourned at 1:30 p.m.

Respectfully submitted,

Audrey Freeman, Secretary of Staff Council