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


Call to Order: Council co-chair Rita Pearson called the meeting to order at 12:00 pm.

- **Guest Speaker:** Eduardo Salaz, Associate VP and Chief Human Resources Officer, presented on “Staff Compensation 2015-2016”. Eduardo introduced his presentation by stating that success for him would be to fully explain the planning and changes for salary compensation for the upcoming year in 2015-2016, and that the information he presented at the meeting would be available on the Staff Council website. He began the presentation with relaying how Saint Mary’s College is committed to paying salaries according to the guiding principles of equity (internal fairness), stewardship (financial/fiscal prudence), market forces (external competitiveness), and in sustaining a high quality education for students. Eduardo noted that the salary levels of Saint Mary’s employees are not as competitive as other large universities in the Bay Area, but highlighted the excellent benefits that employees of this college are recipients of; a few examples that Eduardo noted: tuition remission and waivers. Salary scales will not increase this year, however effective July 1st, those with annual salaries in the minimum-midpoint range will receive a 2.5% increase in their salaries, those with annual salaries in the midpoint to maximum range will receive a 2.0% increase in their salaries, and those whose salaries exceed the maximum will receive a 1.0% increase in their salaries. Eduardo reminded those in the audience that those hired or promoted after March 31, 2015 will not be eligible for the annual increase on July 1, 2015. Eduardo then pointed out in a chart that this year, those whose pay grades fall into grades 5,6,7, and 8 have increased this year. The goal of the Human Resources and Compensation Departments this year according to Eduardo, is to get more salaries moving towards the mid-point salary range. In closing comments, Eduardo reminded staff that it is key that they complete their Position Source Documents (PSD) this year. Last year, 68% of staff completed their PSD’s in total, and Eduardo has a goal of 100% of staff completing their PSD’s this year. He also noted that over the next year, a Workforce Evaluation team will be evaluating each department on campus and noting how positions are aligning with the Strategic Initiative Plan.

1. **Announcements:** Rita Pearson began the announcements section of the meeting by noting that the student supervision conversation will be continuing on; the topic and research that needs to be done is currently being handled by Human Resources, and will continue being discussed this upcoming year between Staff Council and HR. Janet announced that the next Rumor Mill will be on March 30th, 2016 with the Cabinet of the College, and that she and Rita have purchased 2 ChromeBooks with the Staff Council budget in order to hold a year-long raffle for non-Staff Council members participants in
meetings over 2015-2016. For every Staff Council meeting that a staff person attends, they will eligible to place a raffle ticket in the bowl towards winning a Chrome Book. Active Staff Council members are not eligible for the raffle. The Co-Chairs then highlighted a task from Eduardo Salaz and Pete Michell; how to best let staff know about the “comings and goings” of staff on this campus? Thoughts over the next year will be needed on this topic from Staff Council members (staff movement includes retirements, promotions, new hires). The last announcement was that each Staff Council committee needs to submit an End of Year Report to them with answers to the following questions: 1.) What did you work on this year, and what was/was not accomplished?, 2.) What were your successes and what needs improvement?, and 3.) Tips for future committee members.

2. Staff Council meeting minutes from April 14\textsuperscript{th}, 2015 will be approved via email vote amongst Staff Council members.

3. **Staff Activities:** Frank Pinkela highlighted the upcoming “Staff BBQ”, which will be hosted on May 27\textsuperscript{th} in the Redwood Grove; no RSVP’s will be required. He will be sending an End of Year Report to the Co-Chairs on attendance and overall successes.

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

   Latifa presented the Treasurer’s report, and will make an amendment to the budget due to the purchase of 2 Chrome Books for Staff Council next year.

   **Motioned:** Scott Logan  
   **Seconded:** Janet Thys  
   **All in favor, no abstentions.**

5. **Standing Committees Report**

   a. **Bylaws and Elections** (*Elise Wong, chair, Mike Jung, Mark Tapiarene*)
      i. Elise noted that 7 Staff Council members will be leaving and 8 Staff Council members will be joining our Staff Council this next academic school year. Janet and Rita stated that they will email all staff this week, alerting them to who won the parking spaces during the school year due to their voting and nomination efforts this semester.
      ii. 3 revisions were made to the Bylaws on May 12\textsuperscript{th} via email by this committee, and will be posted on the Staff Council website:

         **Motioned:** Janet Thys  
         **Seconded:** Mike Jung  
         **All in favor, no abstentions.**

   b. **Communications and Outreach** (*Suzi Swift, Sara Mumolo, Alle Porter (advisor))
      i. This committee will place Eduardo’s presentation from today’s meeting on the Staff Council website, and they will also publicize End of Year data
on the website as well. Sara Mumolo noted that Alle Porter will not be continuing on with website duties for the Staff Council this next academic year.

c. **Staff Development and Climate** (Janey Thys, chair, Patrick Lorenzo, Audrey Freeman and Irene Umipig)
   
i. This committee is moving forward with the Learn About event in collaboration with Sunny Bradford that will be hosted on May 28th from 9-4 p.m. around campus. Emails will be sent out by Sunny to alert staff to this event.
   
ii. Janet announced that the Spotlight on Staff interviews will be continuing on through the Summer

d. **Compensation and Benefits** (Carole Wolf, chair, Scott Logan, co-chair, Latifa Popal, Tracey Donaldson)
   
i. Carole reported on the successes of the Staff Recognition Task Force, and Janet announced that the Staff Recognition duties will be administered by a Staff Council committee this next year; the details are to be worked out between the Co-Chairs, Sunny Bradford and the Staff Recognition Task Force.
   
ii. The CCIE retreat will be hosted this upcoming month; and they need a Staff Council representative this year.

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

7. New Business: The Staff Council End of Year Retreat will be held on June 9th from 9:30-1:00 p.m. in Hagerty Lounge, in which outgoing Staff Council members will be honored for their service and new Staff Council members will be introduced to the committees, what has been accomplished this past year by Staff Council, as well as the goals for 2015-2016. Scott Logan introduced Riley Smith, the new Sustainability Coordinator for Student Life. Irene Umipig noted that the Smoke-Free Campus committee is in negotiations with President Donahue about making our campus completely smoke-free.

8. **Adjournment:** Meeting adjourned at 1:25 p.m.

Respectfully submitted,

Audrey Freeman, Secretary of Staff Council