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

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

**Open Form:** Student Cabrilla McGinn, intern at the Center for Engaged Religious Pluralism spoke to Staff Council about the current need for an interfaith space for students, staff and faculty to pray throughout the day. Currently there is only a space available for two people at a time to pray, and several individuals who identify as Muslim, Jew, non-Catholic have expressed to the Center that they don’t feel comfortable praying in the chapel here on campus. There are plans by the Center to make a request to Facilities for an interfaith space, possibly in the Cassin work out room in the Cassin Student Union. Scott Logan asked Cabrilla about the number of students, staff and faculty who have expressed interest in a prayer room. Cabrilla states that several students and the Intervarsity Christian club have shown a strong interest in creating an interfaith prayer space. Scott Logan suggested that Cabrilla and her colleagues start that request to Facilities as soon as possible.

**Guest Speaker:** Tracy Pascua Dea, Director of the Student Engagement and Academic Success Office and Co-Director of the High Potential Program.

Tracy came to Staff Council today to present on the Student Success portal, and to provide information about her department. There are seven SEAS Coordinators currently for different demographics on campus, and the mission of the Student Success office is to assist students in being successful in college. A few of the topics that are addressed through Tracy’s department with students: transitioning to college, academic success, whole well-being and overall success. The programs housed under the Student Office umbrella: Academic and project success: for students who are on academic probation and need some support, High Potential Program: working with 1st generation college students to succeed and thrive here at Saint Mary’s, Lamont Madden Book Fund: provides books for students with financial need for the semester, and the Tutorial and Academic Skills Center: works in collaboration with other academic centers.

What is the Student Success Portal? It’s a college-wide student success initiative, an early-alert tool, and it helps to identify students who may benefit from additional resources, support and tools to be successful here at Saint Mary’s College. It works to create a holistic view of a student by way of the contributions that staff and faculty make to the portal about what they are concerned about; collaboration on campus to support this particular student. The information that is received by staff and faculty
helps tremendously, and they also do “batch data” about the trends of student needs based on the information given to the portal. Tracy went through the Student Success Portal, demonstrating how to input information about students (name, type of information, summary, and any detailed notes that need to be stated). Note: Available on GaelXpress, and open to faculty and staff. You can note in the form that you just wanted to let the staff at SEAS know a bit of information without any action needing to be taken (just as an FYI). After you submit information into this portal, you will receive a confirmation email stating who your request and information was submitted to (one of the Coordinators of the SEAS department). Janet Amador asked whether this portal could be used for Graduate Business students, and Tracy stated that making this accessible for graduate students is the next step in their goals this year. This portal has been ready to use since Jan Term 2014.

Executive Session with Lunch

1. Announcements

   a. Janet Amador noted that Eduardo Salaz will be coming to our Staff Council meeting this upcoming January to speak about the Position Source Document (PSD) and requested that in the meantime, staff should email her questions about the PSD so that Eduardo knows what topics and questions to address during his time with us. Eduardo’s hope is that we as staff have the tools to ensure that our PSD’s match our evaluations.

   b. Janet reported that the Board of Trustees is trying to realize and restructure their role and responsibilities here at Saint Mary’s, and in the strategic implementation plan taking place over the next few years. This is a “building year” for the Board, and we will hear about changes and updates and any input needed from us later on in the Spring.

   c. Janet also let Staff Council know that the EBAC committee is waiting to address the topic of the E.D.D. program going into the handbook at the moment. Janet also stated that there will be no changes in the health insurance costs this year.

   d. Suzi Swift spoke to Staff Council about Faculty/Staff giving campaign here at Saint Mary’s. Suzi noted that fundraising is key for many students on needs-based scholarships; and stated that on a personal note the needs-based scholarship made a huge difference in her college experience here at Saint Mary’s College. The end goal of the Advancement Office is to gain a high level of participation from faculty and staff rather than a high dollar amount
earned. They hope to reach a 50% participation rate from our college this year; having a high rate of participation from our employees shows a vote of confidence and grant-giving institutions are more likely to give money to our school if they see we believe in our college.

2. Motion to approve the meeting minutes for October 14th, 2014:

   **Record of Action:** Staff Council meeting minutes will need to be emailed for a vote for a motion; there is no korum to vote today in our meeting.

3. Staff Activities:
   Frank Pinkela wasn’t in attendance in our meeting, so nothing was presented on behalf of Staff Activities.

4. Treasurer Report *(Latifa Popal)*

   a. Latifa wasn’t in attendance in our meeting, so nothing was presented nor was the Treasurer’s Report approved/denied by the Staff Council. Janet noted that the Treasurer’s Report will be emailed for a vote for a motion to approve.

5. Campus Committee Reports:

   a. Budget Planning Committee: no one present to report at this meeting.

   b. Campus Facilities: Scott Logan reported that campus sustainability is really focused on recycling here on campus, and right now what is needed is buy-in about recycling in the residence halls and around our college.

   c. The Social Justice Coordinating Committee: Nothing to report because of lack of attendance from this committee.

   d. The Smoke-Free Campus Committee: Irene Umipig states that they are re-engaging the community by pushing out a student survey about their perceptions and opinions about going smoke-free on campus. There will also be a piece in the Collegian (our student newsletter) with a call to action regarding creating a smoke-free campus.

   e. The Recognition Task Force: Sunny Bradford will be creating a presentation to give to the Board of Trustees in the Spring, and their goal is to move forward with the Tiers of Recognition by meeting with Pete Michell by end of November.

   f. The Library Senate: Rita Pearson was not present in our meeting today, and this committee will be meeting at the end of the month.
g. **Employee Benefits Advisory Committee (EBAC):** Jane Joyce joined our meeting at this point, and reported that recommendations are being made by the task force to log hours being done by lecturers on campus, and that the health care costs will not increase nor decrease this upcoming year. Fees may be subsidized for the costs for the Alioto Recreation Center (not finalized). A Wellness Consultant has been appointed to help with a future wellness program here on campus, and assist in healthcare provider costs. Irene asked if this Wellness Consultant was in-house or from an outside provider, and Jane stated that she will look into that question. Lastly, Jane that the information about the EBAC and the health initiatives are on the HR website and will be reported in the campus bulletin.

h. **Campus Facilities Committee:** Janet stated that this committee will be meeting on November 2\textsuperscript{nd}, 2014.

i. **College Committee on Inclusive Excellence (CCIE):** Carole Wolf and Joan Iva Cube-Fawcett stated that they will be meeting on November 21\textsuperscript{st}, 2014. There’s a proposal for a Chief Diversity Officer at this time, but will be discussed later in their committee.

6. **Standing Committees Report**

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

1) There are two proposals for changes in the bylaws: 1.) proposed by Elise Wong to change the “definition of staff” section to include Christian brothers currently on assignment to be added to our list of staff to be nominated and voted into Staff Council, and to be eligible to vote as well. Janet noted that due to lack of time in the meeting, we will have to have the bylaws emailed to the Staff Council for a read-over, and then we will have an email vote on the 1\textsuperscript{st} proposal, and then a vote in our Staff Council December meeting for the 2\textsuperscript{nd} proposal.

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

1) This committee is moving forward with the Staff Spotlight, and there is no Staff Development activity planned thus far for December. This committee was hoping to plan a Colors workshop, but Human Resources hosted a Colors workshop this past October.

2) Meetings will be every 4\textsuperscript{th} Tuesday of the month

c. **Compensation and Benefits** (Carole Wolf, chair, Scott Logan, co-chair, Latifa Popal, Tracey Donaldson)

1) Scott noted that they are looking for staff to contribute what they think is important to address, and Janet proposed a question from a staff member, John Hess about joining a retirement plan within the first few months of starting as an employee. More to follow on that topic.
2) Janet stated that our Staff Council budget is full and that we need to start funding activities and initiatives through our council, so if questions are added to the survey about funding ideas, that would be helpful.

d. Communications and Outreach (Joan Iva Cube-Fawcett, chair, Suzi Swift, Sara Mumolo, Alle Porter (advisor))
   1) This committee didn’t have a chance to present due to the lack of time left, and will report first in our next Staff Council meeting.

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

8. New Business: nothing to report at this time.

9. Adjournment: Meeting adjourned at 1:32 pm.

Note: The following actions were taken by email subsequent to our meeting.
1. We approved the Staff Council meeting minutes from last month (October 14th, 2014)
2. We approved last month’s treasurer’s report
3. We approved the first proposal of allowing brothers to be considered part of the staff (the first part of the bylaws proposal proposed by Elise Wong)

Respectfully submitted,

Audrey Freeman, Secretary of Staff Council