Council members present: Janet Amador, Joan Iva Cube-Fawcett, Audrey Freeman, Mike Jung, Scott Logan, Patrick Lorenzo, Sara Mumolo, Rita Pearson, Susan Swift, Mark Tapiarene, Janet Thys, Carole Wolf and Elise Wong. Excused: Tracey Donaldson, Latifa Popal, Irene Umipig

Call to Order: Council co-chair Janet Amador called the meeting to order at 12:02 pm.

Open Session

Tim Farley, Director of Community and Government Relations, discussed his concerns about the Bank of America ATM machine on campus; the 15% fee that is charged for every transaction. He proposed that Staff Council either: a.) ask President Donahue write a letter to Bank of America, to ask for waived fees, or b.) approach another bank and have their ATM on our campus.

Rebecca Harper, Assistant Athletic Director spoke about her willingness to speak with the Staff Council about any concerns or questions that they may have regarding the new Recreation Center.

Closed Session

1. Announcements

   a. Staff Council is scheduled to meet with the WASC team on Thursday, September 11th at 9:00 a.m. in Academic Affairs Conference Room. Those attending: Janet Amador, Audrey Freeman, Scott Logan, Patrick Lorenzo, Rita Pearson, Susan Swift, Janet Thys, Carole Wolf and Elise Wong.

   b. Janet Amador asked if anyone was going to participate in Mass of the Holy Spirit on Wednesday, September 10th, so that Mission and Ministry could plan for the attendance number and accommodations.

   c. Rita Pearson reported that Human Resources has hired an administrative assistant to help with Staff Administrative tasks, such as meeting minutes and associated duties.

2. Motion to approve the meeting minutes for June 10th, 2014 will be emailed on Friday, September 12th 2014 to all Staff Council Members.

   Motioned by: Rita Pearson, Co-Chair
   Seconded by: Elise Wong and Mark Tapiarene
**Record of Action:** Staff Council meeting minutes have been approved via email responses over September 24\textsuperscript{th} and September 25\textsuperscript{th}, 2014.

3. Treasurer Report (*Latifa Popal*)

   a. Janet Amador spoke on behalf of Latifa Popal, Treasurer for Staff Council this year: from our initial budget of $4,500.00, $2,000.00 was given to Staff Activities for the year, leaving $2,500.00 left for the year for the Staff Council’s discretion. $7.60 was just spent on flyers for Staff Council.

4. Standing Committees Report

   a. **Bylaws and Elections** (Elise Wong, chair, Mike Jung, Mark Tapiarene)
      1) For the first half of the year, this committee will be revising bylaws and propose changes to the Staff Council before the end of the semester
      2) The second half of the year, committee members will work on Staff Council election processes and recruitment of new members
      3) Elise Wong requested Staff Council members to send in proposals of changes to the bylaws by the end of October, 2014.

   b. **Communications and Outreach** (Joan Iva Cube-Fawcett, chair, Suzi Swift, Sara Mumolo, Alle Porter (advisor))
      1) Joan proposed that we should increase our publicity surrounding our Staff Council committees and our projects on the Saint Mary’s Staff Council website; ie: a more interactive website
      2) One newsletter will be distributed for Fall and Spring this school year
      3) A monthly poll has been added to our Saint Mary’s Staff Council website as well (each month is a different question); 23 responses had been recorded from the poll regarding Tuition benefits already! The results will be sent to the Benefits and Compensation Committee.
      4) The “Did you Know” feature will be continuing in the SMC Bulletin
      5) Joan also noted that Staff Council brochures are actively placed in new employees’ folders now.
      6) The Staff Council meeting flyers are distributed on digital signage and on the website.
      7) Joan requested that by October 1\textsuperscript{st}, all committees should have sent:
         1. Committee goals
         2. Accomplishments
         3. A quick introduction about the committee to be placed on the Staff Council website

   c. **Compensation and Benefits** (Carole Wolf, chair, Scott Logan, co-chair, Latifa Popal, Tracey Donaldson)
1) Carole noted that a survey needs to be made for all staff; what benefits and other types of compensation would they like to be addressed by the Staff Council?

2) In addition, some concrete goals need to be established by this committee; medical, tuition benefits, student employee compensation.

3) Carole and Jane Joyce reported that tuition benefits are being considered for the Education Doctoral Program, by Bethami Dobkin, Eduardo Salaz, Yvette Castillo, Joan Iva Cube-Fawcett.

4) Human Resources are moving towards a revision of the tuition waiver policy language, the next step is a proposal to the Board.

5) There have been some interesting discussion on the EBAC committee: the B & C Committee will write their first proposal regarding some issues that they would like to move on.

6) Mike Jung voiced his concerns regarding student employee compensation and the process in which to effectively and fairly compensate students and complete the paperwork properly (stages, federal wage), and will write his concerns in an email to the B & C committee members for their goal(s) planning.

d. **Staff Development and Climate** (Janey Thys, chair, Patrick Lorenzo, Audrey Freeman and Irene Umipig)
   1) This committee will recognize and publish one spotlight on staff per month (Sept.-May 2014-2015).
   2) Janet also reported that this committee will coordinate one ½ day staff development workshop for staff, the week after finals.
   3) Members of this committee will also collaborate and facilitate Staff LearnAbout sessions in partnership with Sunny Bradford.
   4) Meetings will be every 4th Tuesday of the month.

5. **Co-Chair Report** (Janet Amador and Rita Pearson)

   a. Janet and Rita will be inviting Provost Bethami Dobkin and Vice President of Finance, Pete Mitchell for a “Rumor Mill” session in our February Staff Council meeting, and will be heavily promoted for all staff to attend.

   b. Sunny Bradford will be speak during our October Staff Council meeting about Human Resources Initiatives for the year.

   c. Rita reminded the Staff Council members that guest speakers will not be featured at all of our meetings this year; this will ensure that more work will be completed during the designated meeting times. Staff Council members can request speakers at the next meeting.
d. Janet called on Staff Council members to consider a position on the Social Justice Coordinating Committee, as a representative of the Staff Council. Sara Mumolo volunteered to be on this committee.

e. Rita asked for those Staff Council members who were going to attend the WASC and Staff Council meeting on Thursday morning, September 11th to raise their hands. 9 staff members were counted as expected attendance.

6. Committee Working Session:

a. The BPC will meet every other Monday, twice a month, and in the Spring semester once a month on Mondays

b. The CCIE will meet once a month, 2 Fridays of each month, 10:30-12:30

c. The EBAC will meet once a month

d. The IEC is tentatively being led by Janet Amador or Rita Pearson, we will wait and see a decision to be made

e. The Library Senate, no one in the Staff Council is on this committee at this time

f. The Recognition Task Force (re-named from “Performance Review Committee”), consists of Staff Council members Janet Amador and Carole Wolf, will be meeting on September 25th

g. The Smoke-Free Campus Committee is run by Staff Council member Irene Umipig, and since she is not in attendance today, no news is reported on meeting times

h. The Social Justice Coordinating Committee is now represented by Sara Mumolo, and the first meeting of the semester is October 15th at 1:00 p.m.

i. The Sustainability Committee, represented by Scott Logan will be meeting on September 25th at 12:00 p.m. Scott also noted that Facilities will be sending a large survey to all staff and faculty members regarding their opinions on facilities services and spaces.

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

7. Old Business: Rita Pearson will be sending out Staff Council meeting minutes to all Staff Council for approval over the next month.

8. New Business (tabled for email)
9. **Adjournment**: Meeting adjourned at 1:40 pm.

Respectfully submitted,
Audrey Freeman, Secretary of Staff Council