April 11, 2001

The meeting was called to order by co-chair Joyce Ellenberg at 12:30 p.m. in Hagerty Lounge

Present: Diana Brim, Gary Busbee, Sister Ingrid Clemmensen, Joyce Ellenberg, Mark Jaime, Billie Jones, Elice Oyzon, Susan Parr, Mark Roberts, and Susan Parr

Absent with notice: Jeannine Chavez-Parfitt, Krista Kell, Brother Brendan Madden, Sharon Neward, and Lucia Minor

The Staff Council to pilot a new format for the beginning of its meetings, changing the open forum to more of an open informal discussion with the staff.

1. Open Discussion: Issues discussed were primarily related to the Compensation Study.
2. The minutes of the March meeting were approved.

Committee Reports

Orientation and Professional Development: Members of the committee met with Carole Swain and discussed ideas for combining Staff Orientations with an orientation on the Lasallian tradition. The next Staff Orientation will be in June and will be for new hires in 2001 as well as for staff hired in 2000 who were not able to attend the December Orientations.

By-Laws: Mark Roberts submitted the following policy suggestions for consideration for inclusion in the procedures section of the Staff Council By-Laws:

- Written communications between the Staff Council and the Administration of the College shall reflect the opinion or position of the Staff Council as a whole and shall be signed by the chair or one of the co-chairs of the Council representing all members of the Council. The phrase "for the Staff Council" shall appear next to the printed name and title of the signer. If the signer is the chair of a committee, he or she shall include his or her printed name, title, committee and the phrase "for the Staff Council."
- If a member of the Staff Council chooses to communicate in writing with the Administration of the College regarding any topic, whether under consideration by the Staff Council or not, the member shall not represent his or her opinion or position as being representative of the opinion or position of the Staff Council. The member should sign the letter as a member of the Staff of the College and not as a member of the Staff Council.

Staff Activities: Great Books groups are going well. There will be a noon program on the conservation of antiques on Thursday, April 19 in Soda Center. Also, on April 26 staff are invited to bring a school-age child to work for "Take Your Children to Work" day.

Staff/Faculty/Student Committee: Sister Ingrid reported on the last meeting where Joe Kehoe spoke to the group about the need for energy conservation on campus.
3. Parking: Mark Jaime reported that work on the new parking lot behind Assumption Hall is scheduled to begin in late May or June. This lot will accommodate about 75 cars, half of which will be for staff and faculty. Additional parking spaces will also be constructed near the Town Houses.

4. Tuition Exchange Program: Billie Jones provided the Staff Council with an explanation of the process of importing students to SMC and Carolyn Bailey gave an update of the export process. Unfortunately, it appears that we are too late to get a son or daughter of a Saint Mary's College staff or faculty member accepted as a Tuition Exchange student for this coming academic year, but we will be more prepared for the process in the following academic year.

The meeting was adjourned at 1:30 p.m.

NEXT MEETING: May 9th in the Soda Center

Respectfully submitted,

Elice R. Oyzon