April 10, 2002


Absent with Notice: Sr. Ingrid Clemmenson

1. The February Minutes were approved.

2. Minutes of the March 13, 2002 meeting were approved as amended. It was also noted that no report on the "State of the College" had been given at the staff luncheon in March. It was decided that an invitation would be issued to Mike Ferrigno to attend the Staff Council meeting in either May or June to provide this report.

3. It was noted that Staff Council election ballots were sent in error to the vice-presidents as well as staff. Elyce Oyzon explained that this was done in order to get the forms out in the quickest possible way, and that Kris Chase had alerted the vice-presidents. To insure that only eligible staff will be nominated, nomination forms will again be checked at the time of receipt.

   Some concern was expressed about the representation across VP areas. Mark Jaime reported that there appears to be a fairly even distribution with adjustments for smaller areas: four areas have less than 10% each of the staff, but elect one representative to the Staff Council; Academic vice-president and Student Affairs areas have about 35% of the staff at the College each and elect two-thirds of the Staff Council members. A suggestion was made that the Council might look in the future to a representative-at-large structure to account for adjustments in staff by area.

4. Christa Kell reported that the next Backbone(Administrative Assistants) meeting would be held April 23rd in Haggerty Lounge at noon. RSVP notices should be sent to Jane Kincaid. Jeanne DeMatteo is scheduled to talk on reading budget sheets.

5. Budget for the Staff Council for next year is estimated at $4000. This year's budget will still cover Staff Council stationery (currently on order), election costs and (possibly) the facilitator for the staff retreat.
6. June 12th is the next scheduled Staff Council meeting. Newly elected members will be invited to attend that meeting, although they will not be able to vote until July 1. A subcommittee consisting of Br. Brendan, Elyce Oyzon, Michael Wayman and Sr. Ingrid will meet to discuss how best to integrate new members into the Staff Council.

7. Greg Teshara has asked for a representative from the Staff Council for the student/staff/faculty ad hoc committee. Jeannine Chavez-Parfitt and Christa Kell volunteered to participate; Susan Parr agreed to act as substitute. This committee will plan for the upcoming fall season.

8. Ann Kelly of the HR department reported that they have completed the screening process for the new training position in that office. Since Diana Brim cannot attend these interviews, Joyce Ellenberg will represent the Staff Council in this process. The HR department is hoping to complete interviews by 4/19/02.

9. Some discussion was held on the Sexual Harassment seminars being held by the Legal Counsel at the College. Staff members with comments about these sessions are encouraged to contact that department directly, even though no feedback or evaluation about these sessions is being solicited. Staff members with concerns about the Public Safety department are encouraged to contact Carolyn Bailey in HR, since no department head is currently in place.

10. Staff members wishing to contact either Br. Kenneth Cardwell in Bethlehem or Br. Ray Berta in the hospital may contact Br. Brendan for the appropriate addresses.

11. The meeting was adjourned; the next meeting is scheduled for June 12th.

Respectively submitted,

Billie Jones, Co-Secretary