August 17, 2000

The meeting was called to order by Co-chair, Joyce Ellenberg, at 9:32 a.m. in the Founders Dining Room.


Absent with notice: Gary Busbee, Kellly McGinnis, and Sharon Neward

1. The minutes of the August 3rd meeting were approved as submitted.

2. Committee Reports

The **By-Laws committee** did not meet. The last action taken was a review of the last draft of the by-laws by Marianne Shimelfenig and Kris Chase. Mark Roberts reported last time that Kris had some issues with some of the language proposed in the by-laws and that she would be willing to meet with us to discuss the draft.

   a) Orientation

   Brother Brendan reported that two main topics were discussed: staff orientation and staff assessment of managers. Carolyn Bailey attended the meeting. The discussion was frank, honest, and informative. There seems to be considerable room for the committee to work with the Human Resources department in these areas.

   Concerning the orientation of new staff members, we agreed that staff needs to feel welcomed into the community. This is a high priority for HR. This will be achieved using the committee's suggestions (tours, mentoring, traditions of the College) and HRs procedural information. Carolyn also indicated her plans to develop a system for rewards/recognition.

   If there is to be an assessment program of managers, we agreed that it should be part of an overall plan. Questions of timing, feedback, supervision, anonymity, still need to be addressed. Carolyn would like to meet with Richard Sprague (any and all Staff Council members are invited, also) before she commits and goes to the President's Council with a plan. She wants to develop a plan for training managers/supervisors. The Sprague assessment could be part of an overall program.

   b) Salary and Benefits

   There is an on-going discussion specifically regarding benefits for part-time permanent employees. This committee asked Human Resources whether or not benefits could be purchased by the employees, themselves. The committee was told by Carolyn Bailey, that in her experience, this is not done. The Council believes that this is an option worth exploring. Diana Brim encouraged the Council to inquire through spouse's or significant others workplaces about this
practice and to gather data about purchasing such benefits. Michael asked for clarification on the
definition of part-time permanent employees as this study may impact his staff.

c) Staff Climate

Susan Parr reported that future request for Marriott's food services need to go through the
College's Food Services Committee as any requests the staff makes might impact food services
for the College as a whole. Apparently, this committee is comprised of faculty, staff, and
students. This is an area where we obviously need to be represented. Questions raised included
who is on the committee and how often do they meet? Kris indicated that in the summer time,
the committee does not meet; therefore, we should make all Marriott-related requests through her
directly since Marriott's is a separate business which operates here on a contractual basis.

Susan also reported that the committee is working on making the suggestion boxes in the Library
and in Fillipi Hall much more visible.

3. DISCUSSION WITH KRIS CHASE

Kris Chase met with the group to discuss our role in the College as she sees it and to help guide
us through the writing of our by-laws.

Kris stated that she sees us as:

- Developing a new line of communication with in the College
- NOT a decision-making body
- NOT parallel with the Senate
- In an ADVISORY role to her as Vice President
- Vital in information sharing
- Filling a much needed gap in communication in the College

There was much discussion about the term advisory and what that actually entails and what our
role is vis-a-vis the Human resources department.

Kris handed out a two-page draft summary of the roles and responsibilities of the Human
Resources department. It is pretty comprehensive and does detail many of the suggestions our
committees have been proposing. All acknowledged and agreed that the list generated is a
positive shift from having a Personnel office model to now having a Human Resources
department at the College. The Council conceded that many of our initiatives came out of having
the previous Personnel structure in place for so long. Kris indicated that she felt that some of the
things we were working on were not in our domain but rather definitively under the auspices of
Human Resources (specifically orientation and anything to do with grievances)

Kris further suggested that

- The chair or co-chairs meet regularly with her
- That the Staff Council meetings be open meetings
That the Director of Human Resources be an ex-officio member of the Council
That we finish drafting the election sections of our by-laws (and that she would be willing to help draft this section with us)

Other specific passages of the by-laws were also discussed. These discussions seemed to be more based on semantics and tone rather than on content (e.g. degree of our influence and what it means for us to be advocates for the staff). We seemed to agree in principle that the Council is a forum for giving the staff a voice and fostering communication.

The Council is willing to do groundwork, research and data gathering prior to presenting any advice to Kris Chase. We in turn expressed the desire to be consulted in matters that might affect the staff. It is important for us that the relationship be two-way and flow in both directions between administration and staff.

Overall, Kris indicated that she was pleased with our structure, thus far, and all the work we have done since the beginning of summer.

4. Plans for Staff Council Retreat on August 24th - were reviewed.
5. Future meeting dates were not set (as they would be set at the retreat)
6. The meeting was adjourned at 11:15 a.m.

Respectfully Submitted,

Elice Oyzon
Staff Council Co-Secretary