December 13, 2001

Present: Sharon Neward, Billie Jones, Joyce Ellenberg, Jeannine Chavez-Parfitt, Lucia Minor, Sr. Ingrid Clemmensen, Gary Busbee, Br. Brenden Madden, Mark Jaime, Susan Parr.

Members absent with notice: Christa Kell, Elice Oyzon, Mark Roberts.

Minutes from prior Staff Council meeting were approved.

1. Mark Jaime discussed By-Laws needing to be clarified for timeline. Letter of intent for present members of Staff Council so we can look to rotation. Statistics about representation are being discussed.

2. Susan Parr discussed Great Books program continuing in the spring of 2002. Staff Committee will be asked, as will staff, as to those interested in providing leadership for the Great Books program.

3. Gary Busbee discussed compensation. In comparing benefits between faculty and staff compensation, some discrepancies have been found. Some discussion of already available tuition waivers took place. Billie Jones will provide us with copies of currently existing tuition waivers for employees. Donation of sick leave - Carolyn Bailey will publish in Personnel Policies.

4. Buildings & Grounds will have toiletry kits available to give to the homeless shelters. Kits are for male and female.

5. Jeannine Chavez-Parfitt informed us that Krista Kell is in charge of promoting "Conversations with Administrative Assistants". Discussion took place about name of meetings. It is to be more of sharing ideas. There are 99 Administrative Assistants, how will we schedule? Numbers? Soup and Conversation with Staff Council.

6. Billie Jones discussed a suggestions received from suggestion box about recycling colored paper. Request was made that Joe Kehoe send out the SMC campus policy about recycling.

Respectively submitted,

Sr. Ingrid Clemmensen, Co-Secretary