December 8, 2004

Not Present: Scott Kier, Bob Virden

Meeting called to order at 1:11 p.m.

Approval of Minutes:
Minutes of November meeting were approved. Motion to approve by Brenda, seconded by Sue, and passed.

Chair/Chair-Elect Report:
Pamela applauded all involved in the president search process, saying this did not go unnoticed by college administration. There was good feedback from administration! Pam commended interview committee, especially Linda Wobbe, Scott Kier, and Bill Sullivan. Pamela stated that the purpose of the Search Committee is to be the voice of their constituents, as well as representative of their individual votes.

After the Search Committee voted, that vote was taken to Board of Trustees. Board to meet Friday the 10th with formal announcement expected Friday the 17th.

Questions about the selection process continue to crop up. The issue of only one candidate going through committee was discussed again by the committee. Pamela said that only one candidate met the criteria.

Daphne said Pamela should be congratulated and that she has heard nothing but compliments about Pamela's work. Pamela encouraged all Council members to consider running for second term.

Treasurer's Report:
Daphne reported a balance of $2,625.19, and no problems.

Bylaws Committee:
Chair absent. Joe advised everything has been placed on disk.

Compensation and Benefits Committee:
Linda reported the C & B committee meeting with Pete Michell and Emily Elliott was moved to Friday, December 10th, immediately prior to this meeting. The following report is preliminary; further discussion will be needed at the January Executive Session and the next Staff Council meeting.

Pete and Emily followed up on two resolutions presented by Compensation and Benefits Committee last year.
1. Compensation Resolution. Pete shared the following information: Graph I illustrated distribution of full-time SMC employees by salary grade. Graph II showed average vs. median full-time salaries by grade. Graph III showed median salaries vs. grade midpoints of staff. These graphs show that the majority of employees fall in grades 4 - 9. Average salary tends to be slightly higher than median salary. Median salaries for grades 4 - 11 fall below the salary range midpoint.

Pete and Emily agreed to come up with proposal to close these gaps.

Grade ranges need to change so that they remain competitive with market place. Rather than spending tens of thousands of dollars for a consultant, Pete and Emily would like to know if AICCU published data is acceptable. Many of our WCC competitors are members of AICCU, including Pepperdine, Santa Clara, University of San Diego and University of San Francisco. Currently, AICCU data places Saint Mary's in a group slightly below our WCC competitors. Emily and Pete agreed to identify benchmark positions for each grade, and to compare those positions to both Group IIA (group including our WCC competitors) and Group IIB (Saint Mary’s current group). We may wish to use AICCU data rather than a larger study for annual grade changes.

2. Tuition Remission Resolution. Last year a proposal was made to extend tuition remission benefits to part-time employees. Pete supports this. 20-hour per week employees should get pro-rated tuition benefits.

Frank gave Emeriti update: More information needed and forthcoming to college; college to compile model to be presented to staff that will include criteria for obtaining benefits. Emeriti should go to Board in spring. Linda praised Frank for doing a great job with this work.

Climate Committee:
Maureen said we must divide up sections of Climate Survey to committees. Categories should be divided up depending on committee relevance.

Sister Clare party: Pamela said Sister is thrilled about the idea. Sister Clare to be guest at Open Forum during which a celebration with cake will take place.

Development Committee:
Kate highlighted points of November 23rd meeting she and Debbie had with HR regarding the issue of the 360-degree communication loop between staff and supervisors. Meeting notes distributed.

Old Business:
Linda reported the HR new director search process grinds slowly forward. Consultant found that large number of people are interested in applying for the Director of HR position.
New Business:
Frank asked if Staff Council was represented on Budget Committee. Kate indicated she sits on the Budget Committee Task Force on student employment and wages.

After discussion, it was agreed that the Staff Council should request a position on the Saint Mary's College Budget Committee. Pamela and Linda will bring this up at the next meeting with Pete Michell.

Maureen attended Faculty Senate meeting. Two points: Gender inequity in student population and enrollment down this year - "40 empty beds."

The meeting adjourned at 2:11 p.m.