Council members present:

Joseph Arone
Libby Bernard
Tim Farley
Gail Garrett
Robert Henderson
Jane Joyce
Karen Miller
Christine Oh
Melinda Oliver
Alle Porter
Patricia Wade
Carole Wolf

Council members not present:

Laurie Aguirre
Monica Mendenhall
Robert Whalen
Amy Walters

OPEN SESSION

Call to Order

Council Chair Tim Farley called the meeting to order at 12:03 pm.

Roll Call

Council Treasurer Robert Henderson took roll.

Report on the Staff Performance Review Task Force

- Tim Farley moved the report on the task force to later in the meeting with the Chair’s Report.

HR Policies on vacation and holiday pay for part-time employees. Ann Kelly

- Ann was invited as a follow-up to the discussion at the past meeting. HR prepared a memo earlier this fall to clarify the policy on how to calculate and report working hours, vacation and holiday time. The number of part-time employees at SMC increased during the financial crisis and with that an increase in the record keeping variations on timesheets submitted by staff. Clarifications include:
  - Holiday time and pay need to be pro-rated to the amount of work each employee does on-average per week.
  - To be eligible for holiday pay, the employee must be at work on the regularly scheduled workday before and after holidays to earn holiday pay.
Another clarification was made regarding the HR email. The *holiday schedule* was approved with input from the Staff Council, rather than the *holiday pay policy*, which had been the interpretation by some members of the Council.

- HR was asked to send holiday-related messages well before the holidays, not at the last minute.
- Tim thanked Ann and HR for benefits information that is sent regularly to employees.
- Ann reminded everyone to complete their annual benefits enrollment paperwork by December 15.

**Audience Discussion: “open mic”**

- Tim Farley invited guests, Bill Foley, Ann Kelly, and Mike Jung to bring forward questions or comments to the Council.
- Mike Jung thanked the Council for work well done.

**CLOSED SESSION**

**Announcements**

A few comments were shared from Council members who sat at the table at the Health Benefits Fair in November.

- Staff was reminded to submit W-2s online and to consider signing the approval form to eliminate paper documents.
- Rheem staff members would like to see more events there.
- HR was asked to consider moving the health benefits event to a day other than Friday to better serve the larger number of employees who are on campus Monday through Thursday.

Christine Oh explained how upcoming social justice activities may be listed on the College website by the Social Justice Committee. They plan to prepare a form to distribute College-wide and collect information about events of interest with the community.

**Approval of the Minutes**

Corrections to the November minutes were noted and a revised copy of the minutes will be sent to the Council members.

Motioned: Patty Wade  
Seconded: Jane Joyce

**Subcommittee Reports**

- **Bylaws and Elections**, Robert Whalen, Amy Walters, Gail Garrett, Libby Bernard

  A report will be presented at the next meeting.

- Karen brought forward a question about creating another subcommittee and asked if this would require the Bylaws subcommittee to review the policy and process. Her idea centered on a new education/sustainability subcommittee to improve involvement in
environmental issues on campus. Karen sits on the College Sustainability Committee, but observes the focus is less on staff involvement and more toward faculty and students. She will bring up the topic of more staff engagement at the next College Sustainability Committee meeting. It was noted the new training position in HR may become central to incorporating these concepts across the community.

Staff Council members were asked to encourage our existing organizations to improve staff involvement with sustainability across the board. Karen invited the Staff Council Bylaws and Elections Subcommittee members to attend the College Sustainability Committee meetings and no additional subcommittees to the Staff Council will be proposed at this time.

- **Staff Development and Climate.** Monica Mendenhall, Patricia Wade, Christine Oh, Jane Joyce

A handout was distributed with proposals for a new staff recognition program. Bricks, benches, and a plaque were being considered as possible ways to name the honorees. $300 per “named” brick was considered to be too expensive. A bench with a plaque may be unrealistic as it, too, is expensive and with many levels of approval. A plaque, possibly in the faculty/staff lounge, is affordable. The subcommittee would need to talk with Facilities about possibility of location.

Ann suggested the Council could consider a recognition program be set up that is parallel to the faculty Emeriti awards, honoring past employees and nominated by individuals. Ann Kelly also confirmed there is currently a plaque managed by HR and housed in Filippi Administrative Hall, the Order of Saint Mary’s originated by Brother Mel. After agreement that a second plaque would be redundant and the current criteria for selecting recipients are vague, the Staff Council suggested the subcommittee could write a draft criterion for ways to select future staff to be honored. The subcommittee, working with HR, will meet to prepare a recommendation.

The subcommittee also recommended a gift, an SMC mug, be presented to a staff member each month along with recognition in the form of an interview or short profile to be shared with the College community. “Staff of the Month” would be randomly selected from the staff pool, all staff members being eligible. The subcommittee will further consider recognition for 12 months of the year or, on the other hand, if summer months should be handled differently or skipped. They will make a recommendation to the Council in January. Christine estimated no more than $200 from the current budget would be needed to purchase gifts and made a motion for that amount to be approved by the Council. Jane seconded and all were in favor of the motion.

A staff development proposal was presented by Patty, along with a handout. In this proposal, the library’s resources could be broadened to increase educational and developmental programs for staff. It was suggested the librarians could organize a meeting for Council members in the spring to learn how to best serve staff. In addition, a handout was distributed to show how services oriented towards students have been prepared in the past. New materials could similarly be organized for staff. Patty offered to prepare a survey to staff to learn more about what types of services and resources are desired. The Council was supportive and asked to the subcommittee to move forward with the proposal.
Jane gave an update on the search for the new HR training and development position, which is currently in progress. From a large applicant pool, the search committee will select a number of finalists for webcam interviews as part of the initial screening. Interviews are planned to end in January with a goal to make an offer in the same month.

- **Compensation and Benefits,** Carole Wolf, Melinda Oliver, Joe Arone, Alle Porter

Alle reported their subcommittee is ready to submit a proposal for Commuter Check, a program which would allow the use of tax-free wages to help pay for commuting expenses for alternative forms of transportation. The draft letter to HR Director Eduardo Salaz will be forward by email to Council members for review and comment.

A child care proposal is being drafted. Some of our peer group institutions have child care programs. The subcommittee is also touching base with the Faculty Welfare Committee to possibly form a joint proposal. They are also considering contacting student organizations and the Vice Provost for Graduate and Professional Studies.

- **Staff Activities Committee**

  No report this month.

**Chair Report**

- Tim Farley updated the Council on the most recent meetings of the Staff Performance Review Task Force, with a focus on recognition issues. Merit pay is still under consideration as a component of the evaluation process.

**Treasurer’s Report**

- Robert Henderson reported $2,149.13 remains unspent and unencumbered in the Council budget.

**Old Business**

- A True Colors workshop update was presented by Christine. It will be held from 12:00 to 1:30 p.m. in BUB Hall, January 20, 2012. Staff Council members will receive an email confirming the event.

**Adjournment**

Motioned: Karen Miller
Seconded: Carol Wolf
Meeting adjourned at 1:32 pm

*Next meeting scheduled for January, 2012, Lafayette Room, Soda Center*

Respectfully Submitted,
Robert Henderson, Treasurer
Dec. 13, 2011