February 13, 2002

Members Present: Diana Brim, Gary Busbee, Jeannine Chavez-Parfitt, Mark Jaime, Billie Jones, Christa Kell, Br. Brendan Madden, Sharon Neward, Elice Oyzon, Susan Parr, Michael Wayman.

Members Absent with Notice: Sr. Ingrid Clemmensen, Joyce Ellenberg, Lucia Minor, Mark Roberts.

1. Mark Jaime reported on the results of the survey of current Staff Council representatives and their willingness to serve a third year. Eight members of the current Council volunteered to return for a third year, leaving seven new positions to be filled by the spring election. Mark will report at the next Staff Council meeting on the breakdown of current employees by area, based on information from HR. He will tabulate for each vice-presidential area, including the new one, the number of representatives needed, and from which areas the new representatives should come. It will be up to all Staff Council members to solicit candidates for the vacant positions. A general email will be sent to the community by April 11th, and the election will be held in early May, with results available by May 10th.

Nomination may be either self-nomination for nomination by another with agreement of the nominee.

2. Diana Brim reported on the meeting held for College Administrative Assistants. Approximately 30 individuals attended with very positive results. As a result of this meeting, an email list was established. This list can be accessed at Backbone@stmarys-ca.edu. Based on discussion at the last meeting, John Palmieri of the Post Office will be invited to address the issues involving his area at the next meeting of Administrative Assistants scheduled for February 20th.

The next employee group targeted for this type of meeting is Buildings and Grounds. Athletics seems to be an affinity group that might benefit from this type of group meeting, but the goals of that meeting might differ somewhat. Additional information is needed before moving ahead with such a meeting.

3. The New Hire Orientation program, including a report of the Lasallian history by Greg Chopra, reported went very well. In addition to the usual topics, discussion of athletics programs at the College was added and was well received. Wine and cheese was served afterwards. Carolyn Bailey suggested that it is appropriate for Human Resources to take over the program at this time, but added that the Staff Council should continue to take a role, and that Staff Council members should be part of the luncheon for the new employees. New Hire Orientation programs are now scheduled once each quarter.
On a separate note Carolyn Bailey reported that interviews for the new Training manager position are now being scheduled. She also reported that she and Roger Sciutto have hired a Safety Consultant who will work with the EOC (Emergency Operations Center) and will meet with the safety committee on campus. A final safety plan will be submitted to the President's cabinet after this consultant has completed the review of this plan. The HR department is also in the process of requesting an Environmental Health and Safety Officer for the campus.

4. A suggestion was made that the staff telephone directory might be an appropriate project for the Staff Council to assume. Additional questions concerning the faculty list of locations and telephone numbers were raised at the last New Hire Orientation meeting.

5. Brother Brendan reported that the Great Books program for staff will resume. Currently there are about 20 employees signed up for the upcoming session.

6. Gary Busbee reported that the Compensation Committee is studying the issue of benefits for part-time employees; a resolution will be presented at the next Staff Council meeting.

7. It was suggested that the Staff Luncheon on March 28th be used as a forum to advise employees of the Staff Council election process.

8. The meeting was adjourned at 2:30 PM.

Respectfully submitted,

Billie Jones, Co-Secretary