January 31, 2007

Present: Marcy Bowie, Robin Cimino, Linda Granko, Kami Gray, Mel Hunt, Robert Mallon, Cyndie Paul, Sharon Radcliff, Linda Rose, Sharon Sobotta, Marty Storti and Leslie Welty

Not Present: Mark Chiarucci, Victoria Davis, Brother Richard Lemberg and Janie Minguillon

The meeting was called to order at 12:08pm.

Approval of Minutes: A motion to approve the November 29, 2006 minutes was made by Mel Hunt, and seconded by Cyndie Paul, and passed. Another motion to approve the December 13th minutes was made by Cyndie Paul, and seconded by Mel Hunt, and passed. The minutes will be sent to Roseane Fallin to post on our website.

Chair and Chair Elect Report:
Leslie Welty informed the Staff Council that she attended the Board of Trustees on January 26, 2007. Leslie’s report to the Board of Trustees included the following information:

- Staffing totals: There are 347 Full-time staff and 145 Part-time staff.
- The Staff and Faculty have been focusing with various different events on creating a more Diverse and Lasallian Community at Saint Mary’s.
- The Compensation and Benefits Committee has held several meetings and worked long hours to present a more equitable Healthcare Plan for Staff & Faculty.
- An Open Forum to meet the Brothers was presented in December and was well attended.
- Future events that Staff Council will take part in will be the Convocation and De La Salle week.

Leslie reported that a presentation was given to update the Trustees on the future Building projects on campus. These future plans are as follows:

- The Filippi Academic Building should be completed by September 30, 2007
- Once this building is complete the relocation of the Baseball Field will begin
- There is a Museum of Art scheduled to be built behind Oliver Hall in July 2009, along with renovations to Oliver at the same time.

It was suggested that Bill Foley, Director of Public Safety, attend the next Executive Session to discuss the parking issues and how things will be handled during these different construction projects.

Leslie updated the Staff Council on the Chair and Chair-Elect’s last meeting with Emily Elliott, Human Resources and Pete Michell, Finance. The following items were discussed:

- The Revised Staff Handbook will be given to Staff Council to review again in May so that it can be distributed to the staff by July 2007. It was noted that this will be available on-line when it is completed.
• A Draft of the Smoking Policy will be ready to review by February 9th.
• Ann Kelly, Human Resources Benefits, is working on a comparison breakdown of enrollment for benefits from last to this year with all the changes that were implemented this year.
• Next meeting of the Chair and Chair-Elect with Emily Elliott and Pete Michell is scheduled for Friday, February 9, 2007.

**Treasurer's Report:** Linda Granko distributed a copy of the December 2006 Treasurer’s Report (on file with these minutes). Discussion ensued regarding available funds and future expenses.

**Committee Reports:**

*By-Laws:* No report.

*Climate:* No report.

*Compensation and Benefits:* Issues discussed and reviewed at the last meeting are as follows:

• Clarification on the services, if any, that are available to Staff and Graduate Students at the Health and Wellness Center
• Recommendation to be made regarding increasing the Tuition Reimbursement for Part-Time eligible employees to be in line and competitive with other schools
• Questions about the difference of vacation accrual for non-exempt vs. exempt staff

*Staff Development:* No new report, however, Linda Rose informed the Staff Council that due to limited resources in Human Resources, the “Welcome Notes” from the Staff Council to new employees has not been done since November. (Addendum: As of the date of the January 31, 2007, meeting “Welcome Notes” from Staff Council have been sent to all new employees hired through late January).

*Elections:* No meeting, but the committee did discuss that they will meet soon to start planning the election process and determine which positions will need to be replaced.

*Technology Committee:* Leslie reported on the last Technology Meeting and issues regarding GaelXPress. It was determined that there is a large need for more servers and more licenses in order to solve the problems that occurred during Spring Term Registration.

**Old Business:**

Follow-up to December Open Forum:
Marcy Bowie informed the Staff Council that she sent thank you notes to the Brothers who were on the Panel for the “Meet the Brother’s” Open Forum in December 2006.

**Open Forum February 28th:**
Sharon Sobotta reported that Joanna Snawder and Kory Hayden will be giving a Self-Defense
Demonstration at the February 28th Open Forum. Public Safety and Moraga Police Department will be invited to attend to be a resource for any questions that might arise. It was suggested that a handout be provided with contact phone numbers for future reference. Sharon asked for volunteers to assist with special invitations to the college community. Sharon Radcliff volunteered to assist with the planning of this event. It was decided that in order to allow enough time for this presentation that the Open Forum would be from 12:45pm-1:30pm, with a General Meeting to follow at 1:30pm.

Wellness Fair:
The Wellness Fair scheduled for April will be postponed until this summer. Staff Council has been asked to assist with staffing of this event. More information will be provided in the following months.

New Business:

Open Forum Calendar
Leslie Welty asked for ideas for the Open Forum on March 14th. Sharon Sobotta suggested that since March is Women's History Month that we have the same format as the "Meet the Brother's" Open Forum and have some of the Women Faculty and Staff be on a panel to discuss their time at Saint Mary's. Bob Mallon volunteered to help plan this event. Leslie suggested that the Climate Committee also assist in organizing this event.

Mel Hunt suggested that we invite Bernie Orsi to speak at a future Open Forum. Mr. Orsi has been very involved with the School of Education and the New Filippi Academic Building. He is an Alumni of Saint Mary's, a past Board of Trustee and a very interesting speaker.

Leslie Welty reported that the April Open Forum is usually when the Staff Council hosts an Open House at the Brother's Community to coincide with De La Salle Week. However the Open Forum is scheduled for April 11th and De La Salle week is scheduled for April 23-27th. It was suggested that we host the Open House with the Brother's the Friday of De La Salle week and have our regular Open Forum on April 11th, and that we ask Carol Swain and Brother Michael Sanderal to come speak about Missions and the events scheduled for De La Salle Week.

Convocation:
Leslie Welty informed the Staff Council that the Convocation to honor Brother Gerard Rummery is scheduled for April 25th. Staff Council will be processing into the chapel as a group for this event. Leslie will be attending a Convocation planning meeting with Academic Advising and will determine an appropriate gift to give Brother Rummery from the Staff Council.

Pilates and Yoga Schedule:
Leslie was following up to whether there was still a conflict with Pilates and Yoga. Janie Minguillion was not at the meeting to clarify this; therefore this item was tabled until the next Executive Session on February 7th.
Appointment:
Leslie announced that Mel Hunt was selected to represent Staff Council on the Social Justice Coordinating Committee.

March Executive Session Meeting Rescheduled:
Leslie informed Staff Council that Brother Ronald's State of the College Address is scheduled for Wednesday, March 7th at 1pm, so the March Executive Session is rescheduled for March 9th at 1pm.

The meeting was adjourned at 1:05pm.

Submitted by Marcy Bowie