June 22, 2000

The meeting was called to order by Co-chair, Joyce Ellenberg, at 9:32 a.m. in the Assumption Hall conference room.


Absent with notice: Mark Jaime, Kelly McGinnis, and Lucia Minor

1. The minutes of the June 8 meeting were reviewed and discussed. Brother Brendan moved that amended minutes be approved. Diana Brim seconded. The amended minutes passed unanimously.

2. Old Business
   a. Brother Brendan reported that the Myers-Briggs assessment instruments were on order.
   b. The next deadline will for e-connections is July 2. As recording and corresponding secretaries, Elice Oyzon and Billie Jones agreed to draft an article for submission
   c. The Council would eventually like to have all of the minutes archived and accessible through the Saint Mary’s College homepage

3. Committee Reports

Since the last meeting the following Council members assigned themselves to committees: Sister Ingrid and Mark Roberts are on both the By-laws and Orientation committees; Mark Jaime is on the By-Laws committee; Michael Wayman is on the Orientation committee; and Gary Busbee’s name should be added to the Staff Climate and Grievance committee.

It should be noted that there is some overlap on the issues that the various committees are working on.

a) Salary and Benefits

Gary Busbee reported that the group brainstormed many issues of concern to the staff in this area including the current compensation study, merit raises, evaluations etc. The next step is a meeting with Carolyn Bailey on these topics. Gary will report back at the next meeting.

b) Orientation and Staff Development

Brother Brendan distributed handouts of committee notes. Suggestions for orientation include: campus tours done by staff, an orientation that included the three traditions of College, and the return of Soup and Substance.
In the area of staff development, the committee identified some of the underlying problem areas including: communication skills, self and supervisor assessment, and a limited knowledge base of the current classification and evaluation systems. A new survey of staff may be necessary to identify staff development needs. The group will continue to consider ways to foster empowerment skills in staff.

It was also suggested that staff have access to counseling resources (perhaps through the Student Counseling Center). The College does subscribe to the Employee Assistance Program (EAP) that does provide confidential counseling referrals.

c) Staff Climate and Grievance

Susan Parr reported that this committee identified the staff climate as: low morale, need for supervisory training, and stressful work environment. The committee acknowledges that finding solutions will take time.

Two short-term suggestions included increasing Marriott’s food service and the establishment of two Staff Council suggestion boxes on campus.

Thus, Susan Parr moved that the Staff Council install two suggestion boxes (locations yet to be determined) for the staff as a whole to convey their thoughts, ideas, suggestions, or complaints to the Council. This motion passed unanimously.

With regard to morning food and coffee service for staff, Susan Parr volunteered to discuss our needs with Matt Carroll, Marriott’s food service manager. Elice suggested that in addition, the requests include opening Roncalli for lunch at 11:00 as opposed to 11:30 to accommodate those whose lunch hour is from 11 to noon. This would also alleviate some of the noon rush for the 12-1 crowd.

d) By-Laws

A working draft of the by-laws, thus far, was distributed. The language was reviewed line by line. Elice gave the group some background as to where the committee derived some of the text. The group offered feedback which will be integrated into the next iteration.

It was agreed that all of the committees will continue to meet and report back at the next Staff Council meeting.

4. New Business

a) Tuition Exchange Program: this item was tabled until the next meeting. Sharon will distribute information on this prior to that for review.

b) Four Percent Salary Increase Clarified.

The Staff Council referred this item to Gary Busbee’s committee to discuss with Carolyn Bailey.
There was some confusion with the President’s announcement of a 6% approval of the College’s budget to go towards salary and a translation/conclusion made that this meant a 6% increase to all staff salaries across the board.

It is our understanding now that the 6% figure is what is set aside to make salary adjustments based upon the recommendations of the compensation consultants. The 4 percent increase is guaranteed across the board. Possible increases in the fall, retroactive to July, however, are not guaranteed and will be an unknown variable pending the outcome of the compensation study.

This information will be confirmed with Carolyn Bailey.

5. Future Meeting Dates:

Locations have yet to be determined and confirmed (preference is Founders Dining Room)

Thursday, July 6th 1-2:30
Thursday, July 20th 1-2:30
Thursday, August 3rd 1-2:30
Thursday, August 17th 9:30-11
Thursday, August 24th 9-4 all day retreat in Soda Center

6. The meeting was adjourned at 11:00

Respectfully submitted,

Elice R. Oyzon