June 13, 2001

The meeting was called to order by co-chair Sharon Neward at 12:30 p.m. in the Claey's Lounge in the Soda Center

Present: Diana Brim, Gary Busbee, Jeannine Chavez-Parfitt, Sister Ingrid Clemmensen, Joyce Ellenberg, Mark Jaime, Billie Jones, Brother Brendan Madden, Lucia Minor, Sharon Neward, Elice Oyzon, Susan Parr, Mark Roberts, and Susan Parr
Absent with notice: Krista Kell

1. Open Discussion: There was a question raised regarding exempt and non-exempt status and the accrual of vacation time for each of these categories. Carolyn Bailey indicated that this is being researched in terms of making accruals equitable.
2. Joyce Ellenberg moved and Lucia Minor seconded that the May Staff Council Minutes be approved. This motion passed unanimously.
3. Lucia Minor, Treasurer, reported that John Rengel needs to get back to her regarding unspent funds for the year. There was a question as to whether we could carry-over unspent monies (in the amount of approximately $5,000) into the new fiscal year.
4. New Staff Council Officers for the 2001-2002 Academic Year were announced as follows:
   
   Brother Brendan Madden, Co-Chair
   Elice Oyzon, Co-Chair
   Jeannine Chavez-Parfitt, Vice-Chair
   Lucia Minor, Treasurer
   Sister Ingrid Clemmensen, Co-Secretary
   Billie Jones, Co-Secretary
   Joyce Ellenberg, Ex-Officio Chair

5. Year-End Committee Reports

   By-Laws: Elice reported that the first year has been devoted to setting up the Council's By-Laws. This next year we will focus on formalizing our operating procedures and addressing the issue of the election process for new Staff Council members at the end of this second year.

   Orientation and Professional Development: Brother Brendan reported that his committee is committed to continuing to working jointly with the Human Resources Department in the areas of orientation, staff evaluation of supervisors, and staff empowerment opportunities.

   Staff Climate: Susan Parr reported the following activities for the year: the placement of suggestion boxes in the Library and Fillipi Hall, negotiations with Marriott's through the Food Service committee to extend lunch service, the launch of the Great Books noon seminar series for staff, all of the collaborative work on the Tuition exchange program with Sharon Cahill and Human Resources, participating in a subcommittee of the Faculty
Senate and ASSMC on shared issues of concern, the recommendation to adjust the Open Forum to more of an open discussion for staff, work on the recent evaluation of Staff Council, and an overall pledge to keep the channels of communication, follow-up with Human Resources and continue to look for ways to improve staff morale.

Compensation and Benefits: Gary Busbee reported that his group is looking and will continue to look at issues regarding the Tuition Exchange Program, training of managers and supervisors, evaluations, merit pay, exit interviews and flex-time and communications with Human Resources regarding the roll-out of the Compensation Study.

The Staff Activities Committee, will continue to be co-chaired by Maureen Little and Giles Miller in the new year. They relayed to the Staff Council that they are in need of 3-5 new volunteers. Please feel free to contact either one of them directly if you interested in planning events.

6. Old Business / Updates

Tuition Exchange Program: Billie Jones reported that there is one student importing into Saint Mary's and that there is another application pending. Unfortunately, we have "0" exports due to the timing of our acceptance into the program.

College Committee Representations: Brother Brendan reported that we are awaiting an official response regarding our request to be included in the following committees: Board of Regents, Board of Trustees, Parking Committee, and WASC Review. The most tentative appointment is a seat on the Board of Trustees.

Regarding the Compensation Study: there was some discussion as to a procedure for communicating with Carolyn Bailey and Human Resources about staff feedback and concerns. On the agenda was a draft of a letter to be sent to Carolyn. Carolyn made it clear that a letter was not necessary and that an open and frank discussion was the best way to approach her and communicate with her. At issue was the fact that some employees who are not satisfied with the results of the Compensation Study feel that they do not have any recourse or a place to "appeal" decisions. Carolyn stated that there is no appeal process per se. The proper channels to discuss any concerns or discrepancies must be made through the managers and supervisors. This process is intended to facilitate open communication and fair assessments and involve all relevant parties in the discussions. Some employees have indicated to the Staff Council that they have had no input in the process. This again brought to light the need to train and monitor supervisors on their roles and responsibilities regarding the Compensation Study.

7. Upcoming Activities Sponsored by HR:

Safety Plans and Training Sessions: A Taskforce on Emergency Procedures Mandatory Attendance at Sexual Harassment Workshops on What is Retaliation? and the College's Policy on Amorous relationships
Upcoming Meetings: June 13, July 11, and August 8. And a mid-day retreat on either August 22 or August 29th. An agenda for the retreat was preliminarily discussed and then tabled for the next meeting.

The meeting was adjourned at 1:45 p.m.

Respectfully submitted,

Elice R. Oyzon