June 8, 2000


Members Absent with Notice: Sr. Ingrid Clemmensen, Mark Roberts, Michael Wayman.

1. Minutes of the Staff Council meeting held June 1, 2000 were approved. Minutes of the Staff Council will be distributed to all via email. Gary Busbee will distribute copies to Buildings and Grounds, Kelly McGinnis will distribute to Extended Education, and Elice Oyzon will make sure that the Tennis Program receives minutes. This will be done until we can confirm that those areas have uniform access to email. Paper copies will also be sent to the chairs of the Academic Senate and ASSMC; those copies will be marked "For Information only".

2. Sharon Neward reported on the meeting that she, Joyce Ellenberg and Lucia Minor had with Kris Chase, Administrative Vice-President and Chief Financial Officer. Kris stated that the relationship of the Staff Council to the Human Resources Department would be advisory. She indicated that the Staff Council would report directly to her. She also clarified that the HR department would be advisory to the Staff Council, and she recommended that the Director of HR attend general Staff Council meetings in that capacity. This seemed acceptable to all members, recognizing that the Council may also have closed executive sessions in addition to the general sessions.

3. Lucia Minor spoke with Kris Chase about the budget for the Staff Council. Kris will provide budget funds of approximately $2000 for the use of the Staff Council from her budget, as soon as she had finalized the budget with John Rengel. Additional thought needs to be given to the projects or events to insure that sufficient funds for Staff Council activities are requested. These funds will be in addition to the $5100 provided for the Staff Committee/Events Committee. The cost for the "Coffee with Brother Craig" will be borne by the President’s Office.

4. The Staff Council one day planning retreat was scheduled for August 24th at the Soda Center. Mark Jaime will secure the space for the event. Preliminary agenda includes:
   o Myers Briggs Assessment. Bro. Brendan will distribute the inventory at a future Staff Council meeting, so that it can be completed and returned to him prior to August 24th. (This team building exercise was recommended as a way for the new Staff Council to more effectively begin their work together).
   o Review of the Bylaws for the Staff Council.
o Prioritizing the list of staff concerns solicited on the Staff Survey.

5. It was clarified that the former Staff Committee, now Events Committee, is a committee, not a subcommittee, of the Staff Council.

6. Discussion occurred on how to approach the creation of the bylaws. The "Bylaws Committee" of the council will be addressing the task. At a minimum these bylaws will include a purpose statement and language related to representation, meeting schedule and committees. It was suggested that bylaws be written to allow great flexibility to cover future unanticipated situations.

7. Using the Staff Survey as a guideline, the Staff Council determined that four potential standing committees were needed at this time. Council members volunteered for the committee of their choice; absent members will be contacted by Sharon Neward to make a selection.
   o Committee I-Climate for Staff and Grievances: Jeannine Chavez-Parfitt, Diana Brim, Lucia Minor, Susan Parr*.
   o Committee II-Salaries and Benefits: Susan Parr, Kelly McGinnis, Joyce Ellenberg, Billie Jones, Gary Busbee*.
   o Committee III-Staff Orientation and Training: Bro. Brendan Madden*, Lucia Minor, Elice Oyzon.
   o Committee IV-Bylaws: Joyce Ellenberg, Sharon Neward, Elice Oyzon*.

*designates temporary committee chair.

We should note that Technology and Training continue to be recognized as serious staff concerns, but the Council wanted to put these on hold until we could evaluate how the hiring of the new AIS employee responsible for training would address these concerns.

A request was made by Sharon Neward that all committees meet sometime before the next scheduled Staff Council meeting, and that a summary of the discussion of the committee be sent to her as well.

8. Thanks to Bro. Brendan for providing the copies of Robert’s Rules for all and to Gary Busbee for providing the recording equipment.

9. The next meeting is scheduled for June 22, 2000 in the Founders Dining Room.
Submitted by Billie Jones