March 14, 2001

The meeting was called to order by Co-chair, Joyce Ellenberg, at 12:35 p.m. in the Soda Center.

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

1. OPEN FORUM

Yvonne Canada requested that the Staff Council look into the possibility of day care on campus and/or offering assistance in locating affordable day care near the campus. Carolyn Bailey noted that the college has an Employee Assistance Program is available and that may be able to offer resources and referrals. The day care issue will be sent to the Benefits Committee for consideration.

2. APPROVAL OF THE FEBRUARY 14 MINUTES

The minutes passed unanimously with a few minor corrections.

3. COMMITTEE REPORTS
   A. COMPENSATION AND BENEFITS

Kris Chase's memo (email sent on Feb. 26) regarding compensation, benefits, Tuition Waiver Policy and Tuition Exchange Program membership was reprinted and made available at the meeting. Kris reported that the Tuition Exchange Program is expected to be on the agenda for the Board of Trustees' May meeting, where it is hoped that further clarification will be provided regarding the exact parameters of this benefit. Billie Jones is the institutional liaison for this program in terms of incoming students. Human Resources is charged with developing the necessary criteria for the application and selection for outgoing students.

Gary Busbee reported that various departments on campus have begun looking at job descriptions and job titles to see if they are in line with the compensation study results.

B. STAFF CLIMATE

Susan Parr reported that the Great Books series thus far have been very successful with active participation and lively discussions.

Jeannine Chavez-Parfitt reported that the Food Committee will be sending out a letter and survey to ascertain interest in Roncalli opening for lunch at 11:00 a.m. The need to accommodate Buildings and Grounds personnel, even if the numbers are small, was stressed.
The committee was also given the charge to develop a survey to elicit feedback on the Staff Council's work this year.

C. ORIENTATION AND PROFESSIONAL DEVELOPMENT

Brother Brendan reported that mentors have been assigned to new staff who attended the Orientation in December. The Committee will be meeting with Carole Swain to work on the inclusion of the Lasallian Mission in the orientation process. Our next task is to work with Human Resources in developing a more on-going and/or more frequent orientation to the campus for new hires.

D. BY-LAWS (POLICIES AND PRECEDURES)

Mark Roberts reported that he is drafting language to put into our policies and procedures regarding communications the Council sends out.

E. STAFF/FACULTY/STUDENT COMMITTEE

Sister Ingrid reported that we need to clarify our role and our objectives in working with the student/faculty subcommittee of the Faculty Senate. It is an opportunity to work collaboratively, but we need to be clear as to what ends.

F. STAFF EVENTS:

Maureen Little reported on the great success of the first Great Books meetings. The next book will be discussed on March 23 and 27. The Committee is working on the Staff Luncheon on Thursday, April 12 and will be sending out information shortly.

G. TUITION EXCHANGE

There was nothing new to report about the Tuition Exchange. The Board of Trustees will be considering this issue at the May meeting. In the meantime, Human Resources will be working on developing the guidelines and internal policies and procedures for exporting students to other institutions in the Tuition Exchange Program.

H. REPRESENTATION ON COLLEGE COMMITTEES

Brother Brendan and Diana Brim identified 3 committees where the Staff Council might be of service to the staff and therefore be represented: The College's Budget Committee, the Board of Trustees and the Board of Regents. Brother Brendan recommended that the Council research the possibility of membership in these groups and draft a formal letter requesting representation.

I. ELECTION OF OFFICERS FOR THE 2001-2002 ACADEMIC YEAR
The Council decided that any leadership changes for the new year would be handled informally by the Council at a special meeting in May.

J. STAFF COUNCIL ACCOMPLISHMENTS:

Council members reviewed the year's accomplishments and decided to take an opportunity to make a "state-of the-staff" report at the Easter Luncheon on April 12, 2001.

4. NEXT MEETING: WEDNESDAY, APRIL 11, 12:30 P.M. IN HAGARTY LOUNGE (NOTE CHANGE OF LOCATION FOR THIS MEETING ONLY.)

5.

6. Respectfully submitted,

7. Elice R. Oyzon