March 13, 2002

The meeting was called to order by Co-chair Elice Oyzon at 12:40 in the Soda Center.

Present: Diana Brim, Gary Busbee, Jeannine Chavez-Parfitt, Joyce Ellenberg, Mark Jaime, Billie Jones, Christa Kells, Br. Brendan Madden, Lucia Minor, Sharon Neward, Susan Parr, Mark Roberts and Michael Wayman.

Absent: Sister Ingrid

1. The February Minutes were approved.

2. Mark Roberts announced that this would be his last Staff Council meeting as he had accepted a new job with the California Shakespeare Festival beginning April 1. The Council thanked him for his hard work and dedication to the staff. It was decided that because of the upcoming elections, a replacement appointee would not be necessary for his vacated position.

3. The "Backbone Group" met and continues to meet every 2-3 weeks. Christa reported that the issues being discussed by this subgroup include: Mail delivery systems, Sodexho Food Service, Business Office Procedures, and Staff Lists (with Office Location). Jeanne DeMatteo was on hand to explain business office procedures (eg. Purchase orders). Matt Carrol of Sodexho agreed that he would allow staff to purchase beverages and snacks for small staff meetings at cost if picked up by the ordering department. Christa also expressed the need to clarify the Staff Council's role and relationship to the Backbone group at their next meeting.

4. Mark Jaime reported the following activities from Campus Planning: The property in Rheem has been purchased and it is anticipated that Extended Education will be moved off-campus at the end of May. Benilde Hall will be razed once vacated. There is a commemorative ceremony being planned. The Benilde site will be the staging area for the construction over the summer. LeFevre Theater is being expanded and Becket and Moore are being renovated. Kitchen and dining facilities are slated to be expanded into the Benilde are later in the fall and Brother Brendan is on the Oliver Hall Planning Committee.

5. Upcoming Elections-The following time-line was proposed:
Letters out with nomination form to all staff  
April 4

Nominations due to the Staff Council  
April 15

Ballots sent out to all Staff  
May 1

Ballots returned to Staff Council  
May 5-10

Tabulations of Ballots by Elections Committee  
May 13

May 13 in the PM or May 14 AM

The election process will be discussed further at the Staff Council Brown Bag on the 6th.

Announcement of Results

- The Council needs to work on transition materials and year-end reports for the new Council members.

- The Council should take advantage of the upcoming Easter and report out to staff. We should also get the Activities Planning Committee to ask either Brother Craig or Mike Ferrigno to make some kind of "State of the College" address at the luncheon.

Respectively submitted,

Elice Oyzon