May 9, 2001

Members Present: Diana Brim, Gary Busbee, Jeannine Chavez-Parfitt, Sr. Ingrid Clemmensen, Mark Jaime, Billie Jones, Christa Kell, Br. Brendan Madden, Lucia Minor, Sharon Neward, Susan Parr, Mark Roberts, Michael Wayman.

Members Absent With Notice: Joyce Ellenberg, Elice Oyzon

1. The open discussion prior to the start of the meeting resulted in several specific suggestions including meetings of people in like job groups, such as Buildings and Grounds or Administrative Assistants, to originate recommendations to the Council. While the Staff Council is not responsible for such groups meeting on their own, there was support for the concept and the offer of assistance of the HR department from Kris Chase.

2. The minutes from the meeting March 14, 2001 were approved without correction.

3. The following Committee Reports were given:

   Orientation and Professional Development: Brother Brendan presented a letter to Brother Craig requesting Staff Council representation on the Board of Trustees, the Campus Planning Committee and the WASC Steering Committee. The Staff Council voted to approve this letter, and it will be signed by all Staff Council members and forwarded to the President.

   Bylaws/ Policy and Procedures: No report was provided.

   Staff Climate: Susan Parr reported on the discussions concerning the letters received in the suggestion boxes and the concerns about how issues are brought forward to the Staff Council. She also reported on the success of the Great Books program for staff. It was decided that this program should be continued, perhaps without the sodas and cookies. A question will be added to the staff survey concerning the timing of the next program.

   Compensation: Gary Busbee presented a list of suggestions, which arose from the open discussion at the last Staff Council meeting, related to the Compensation Survey. The Staff Council added to that list and asked Gary to again draft a letter to Carolyn Bailey, and to email that list to the members prior to submission to the HR office.

   Staff Committee for Activities: Giles Miller provided a list of the events held in 2001-2002. He mentioned that he and Maureen Little will remain co-chairs for the coming year, and that suggestions for new members should be forwarded directly to either of them. The Committee was congratulated for its fine job this past year.

   ASSMC/Faculty/Staff Joint Committee: Sr. Ingrid reported that the next meeting is scheduled for May 16th.

4. Old Business
Staff Survey: Christa Kell reported that the survey for staff will be ready for distribution by the end of the year. ITS has offered to help with sending the survey by email. Any comments regarding content should be sent directly to Christa.

Parking: Mark Jaime reported that a total of 95 additional parking space will come online this summer. Work will begin on the parking lot for Assumption Hall just after commencement. Brother Brendan reported that he has been looking at how the schedule of classes impacts the parking on campus, and he will soon have information to present on this topic. He suggests that this might be an issue we should put to the top of our agenda.

5. New Business

Questions concerning the recent Vehicle Survey at the front gate were presented. No one could confirm who sponsored this survey or what the purpose of it was. We will see if we can find out more prior to the next meeting.

Tuition Exchange: Billie Jones reported that Saint Mary's College currently has one imported and no exported students for the Fall 2001. The Board of Trustees limit of 'two per year' is still unclear. Kris Chase had indicated earlier that this will again be presented as a question at the May meeting of the Board. A letter will be sent to Kris requesting that she keep us informed once this discussion has occurred.

Additionally it was suggested that we might add a question to the staff survey to find out how many staff have children of college age, in order to assess the potential interest in this program. Timing of distribution of information about the program was discussed, and the conclusion was that early notification is most effective. This information will be passed on to the HR department.

NEXT MEETING: June 13th at 12:30 P.M.

Respectfully submitted,

Elice R. Oyzon