Brother Donald Mansir, FSC, Chair; Sally Jamison, Administrative Assistant; Jane Camarillo, Jeanne DeMatteo, David Gentry-Akin, Brother Charles Hilken, FSC; Marie Lawler, Jennifer Pigsza [for Marshall Welch]; Carole Swain, Roy Wensley, Joseph Zepeda [for Ted Tsukahara]

Present: Brother Donald Mansir, FSC, Chair; Sally Jamison, Administrative Assistant; Jane Camarillo, Jeanne DeMatteo, David Gentry-Akin, Brother Charles Hilken, FSC; Marie Lawler, Jennifer Pigsza [for Marshall Welch]; Carole Swain, Roy Wensley, Joseph Zepeda [for Ted Tsukahara]

Brother Donald opened the meeting at 3:05 with a prayer to Saint Brother Miguel Febres Cordero of Ecuador.

1. The December Minutes were reviewed and approved. [9-0-1]
2. Though absent with notice, Scott Kier sent the monthly finance report. There were no questions.
3. Roy Wensley encouraged the members to attend the Katie Springer God and Science Forum, 20 April at 7:00pm in Hagerty Lounge. The topic is the “Waste-ology 101.”
4. Jennifer Pigsza reported on the upcoming CILSA Institute on 27 – 28 May. Special guests will be Mary Beckman and Bill Purcell. It is CILSA’s tenth anniversary. Invitations will be sent to area Catholic institutions, USF, Santa Clara, etc. The Social Justice Co-ordinating Committee will co-host the luncheon for faculty and staff. Four awards for service will be inaugurated to commemorate the anniversary. Jennifer distributed an article which she and Marshall Welch co-authored.
5. Brother Donald distributed a draft for the process for selecting the next Chair.

After discussion, the following was decided:

TITLE: CHAIR
BRIEF: Reports to the President and Provost. Responsible for the overall administration of the Institute, including events, programs, and finances.

Duties and Responsibilities:
1. Responsible for setting agenda for monthly meetings and chairs monthly meetings.
2. Responsible for the distribution of Minutes for monthly meetings.
3. In consultation with President and Provost, responsible for appointment of members of the Governing Board who are not members by office.
4. Ex officio member of the Finance Committee and responsible for all financial transactions.
5. Serves as Chair of Montini Fellow Committee.
6. Serves as Editor-in-Chief of Institute journal, Veritas.
7. Submits Annual Report to the Governing Board at the September meeting. Approved Report is submitted to the President and Provost and meets with the President and Provost before the October meeting to discuss the Report and goals for the new academic year.
8. Is available to meet with groups on and off campus concerning the Catholic intellectual tradition and the Catholic identity of Saint Mary’s College.

Qualifications:
1. Has demonstrated competence and understanding of the Catholic intellectual tradition.
2. Currently engaged at Saint Mary’s College.
3. Committed, participating Catholic.
4. Has demonstrated competence and understanding of Catholic higher education.
5. Has demonstrated interest in engaging campus community with special concern for CILSA, Mission and Ministry, The Center for Engaged Pluralism, The Brothers’ Communities, Theology and Religious Studies Department, and the Philosophy Department.

Process for the Selection of the Chair:
1. In March before the expiration of the term of the current Chair, The Governing Board nominates candidates from its currently engaged past and current members.
2. The Governing Board selects a candidate and sends the selection to the President and Provost for their approval.
3. The candidate meets with the President and Provost. After the meeting, if the candidate withdraws, the Governing Board convenes to select another candidate.
4. The President appoints the candidate for a three-year term, beginning in September.

Brother Donald would send this to all the Governing Board Members for last minute comment after which he will send the final description and process to Brother Ronald.

It was also agreed that Brother Donald would send a complete list of all past members of the Governing Board to the members.

6. Brother Donald announced the Schedule for discussions on Father Haughey’s book:
   Tuesday, 2 March 3:00pm President’s Conference Room, chpts. 1-3
   Tuesday, 9 March 3:00pm Filippi Academic Hall Conference Room, chots. 4-5
   Tuesday, 23 March 3:00pm President’s Conference Room, chpts. 6-8

7. Upcoming Events
   Joseph Zepeda announced that Dennis Kelly of the SF Teachers Union and graduate of the Class of 1967 would be honored at the John Henning Institute’s conference on 18 June. All members are encouraged to attend.

   Marie Lawler announced that Sara Foster, Feminists for Life, would be speaking on 9 March at 7:00pm as a guest of the Respect Life Club. The event is co-sponsored by the Cummins Institute. Marie announced the Mission and Ministry will sponsor “A Romero Remembrance” 22-24 March with various activities including films and speakers. At the Sunday 21 March Mass, a Homily of Romero will be given.

   Mission and Ministry is looking for a co-sponsor for the events. Brother Charles indicated that the History Department might be interested.

   On 15 February, the Santiago Community will remember the anniversary of the death of Brother James Miller.

   Carole Swain announced that DeMarillac would have its fund-raiser on 25 February.

Brother Donald adjourned the meeting at 4:30pm.

Respectfully submitted,

Brother Donald Mansir, FSC
Chair