November 8, 2000

Present: Diana Brim, Gary Busbee, Jeannine Chavez-Parfitt, Sr. Ingrid Clemmensen, Joyce Ellenberg, Mark Jaime, Brother Brendan Madden, Lucia Minor, Sharon Neward, Elice Oyzon, Susan Parr, Mark Roberts, Michael Wayman. Plus Ex Officio Member: Carolyn Bailey

Guests: Rebecca Carroll, Chair of the Academic Senate, plus approximately 12 staff members at large for the Open Forum.

Absent with notice: Kelly McGinnis

1. The meeting was called to order by Sharon Neward at 1:05 p.m. Elice Oyzon called the roll. There were no pre-sign-ups for the Open Forum.

2. Mark Roberts moved that the October 11 minutes be approved. Brother Brendan Madden seconded the motion. The minutes were approved unanimously.

3. Guest: Rebecca Carroll, Faculty Senate

Rebecca Carroll addressed the group regarding the desire to have the Council form a subcommittee to work with a Faculty Senate subcommittee on shared issues. The Senate is in relationship with the ASSMC in this manner. Three representatives from each of these governing bodies meet for one and a half hours monthly. There are two or three Senate representatives who expressed interest in working with the Staff Council in the same manner.

The Council's position was that we would be happy to work with the Senate. Susan Parr, Gary Busbee, Jeannine Chavez-Parfitt, and Sister Ingrid as an alternate volunteered to serve on such a subcommittee. However, we suggested meeting with the AASMC and Faculty reps together as one (faculty/staff/student) subcommittee instead of having two separate groups of faculty/staff AND faculty/students. Logistics for meeting dates and times conducive to all would have to be considered, as well as the fact that the faculty/AASMC group are already established and meeting. Rebecca will discuss this with the Senators.

4. Committee Reports

a. Orientation and Staff Development

The committee is continuing to meeting with Carolyn Bailey on a program for the orientation of new staff. Our intent is to provide a "refresher" orientation for new hires in the past year and then establish a more timely program (perhaps monthly) for an in depth orientation of Saint Mary's College.

b. By-Laws

A final draft of the By-Laws was distributed and discussed. One change was noted and made: that word "allocated" be changed to the word "proportional" on line 78. With that
word change, Mark Roberts moved and Mark Jaime seconded that the ByLaws of the Staff Council be adopted. This motion passed unanimously.

It was understood that the policies and procedures that stem out from the ByLaws would still need to be fleshed out and the ByLaws committee would continue to meet.

c. Salary and Benefits

Gary Busbee reported that this committee is in holding pattern and his group continues to meet.

d. Staff Climate

Susan Parr reported that her committee is working on several projects. The Campus Food Committee is meeting soon we would like to have representation on that committee. The Great Books brown bag lunch idea has been referred to the Activities committee and the committee is in the process of doing more data gathering on other issues that have surfaced.

NEW BUSINESS

1. The Bylaws were adopted by unanimous vote

2. There was another broad discussion on parking issues. It was noted, that this is an example where brainstorming of ideas and possible solutions jointly among faculty, staff, and students would be useful through the likes of the subcommittees initiated and invited by Senate. It was brought to light that class scheduling and the faculty workload reallocation all impact parking.

Knowing who comes to campus when and why and understanding the overall flow traffic may alleviate some of the parking stresses. There are systems in place that are trying to address parking problems. Mark Jaime reported that the campus planning committee did a survey about a year ago. It may be dated material, but information and studies are available. Again, for your information, Mark Roberts and Susan Parr are both on the Parking Committee.

3. The tuition waiver policies as discussed at the last meeting have gone through the Vice President and Presidential Cabinets and are on the Board of Trustees agenda for January.

We will be able to report more definitively in February on:

a. The approval (or not) of the Tuition Exchange Programs and
b. The status of timing of tuition waiver eligibility for staff (one year versus five years for full tuition waiver). As the policy now stands, faculty members' spouse and/or dependents may receive a 100% tuition waiver after one year of service. Staff dependent's waivers are staggered over five years to receive the same tuition benefit.
Again, the Council would like to acknowledge Sharon Cahill's efforts in the extensive data gathering for bringing this to the Staff Council's attention and moving these initiatives forward.

4. A discussion on alternate representation when Staff Council members or Committee chairs need to be absent for an extended period of time was briefly discussed but was referred to the ByLaws committee as a polices and procedures issue.

5. The meeting was adjourned at 2:30 p.m.

The next meeting will be held on December 13, 2000.