November 19, 2003

Called to Order: 1:30 p.m.

Present: Jenifer Delson, Daphne Plys, Faith Taylor, Kate Cole, Joe Arone, Pamela Thomas, Bill Sullivan, Sharon Cahill, Maureen Little, Bob Peterson, Frank John, Bob Virden, Linda Wobbe (recorder)

Absent: Linda Foley, Jane Rising (with notice)

Addition to Agenda
Comment by Brother Brendan Madden regarding the issue of evaluation of managers. Brother Brendan recently participated in an excellent method developed by HR called SkillScanII, which allows for evaluation of supervisors by their staff. The evaluations go to the supervisor's superior. HR will be training all managers in this process in their 'Leadership Training' workshops, although it may take up to 2 years to complete this training for all supervisors.

Minutes of October meeting have been distributed in draft form, but corrections already noted were not made. Linda Wobbe will redistribute these minutes for corrections. Once approved, minutes will be given to Michelline Sabatte for posting on the Staff Council web site, as well as distributed to staff.

Co-Chairs Reports
Bob Peterson will be attending, as a representative of the Staff Council, the upcoming meeting at Stanford where the Mellon Foundation proposal for continuance of benefits after retirement is being presented for many colleges to consider.

Bill Sullivan and Pamela Thomas have been invited to help plan the campus-wide convocation in February.

The Staff Council web site needs to be updated. Micheline Sabatte is our contact person, and she will post the minutes of our meetings. We should be thinking about ways to improve that web site.

Co-Chairs wish to applaud Daphne Plys for all the work she put in to make the Staff Council's participation in the Benefits Fair a success. Staff Council members joined the Co-Chairs in congratulating Daphne for a very successful event.

Treasurer's Report
Daphne Plys distributed the current balance report, which shows a current balance of $3065.04. Budgeted expenditures include $76.34 for refreshments for the monthly 'Open Forums', $160 for Great Books; additional printing expenses for the Benefits Fair of $125. Unallocated is approximately $990.

Climate Committee
Jenifer Delson reports the group has met. Projects they are working on are:
• the Rheem facility landscaping project;
• the Staff Awards Banquet - ways to streamline and make that event more fair; ideas include creating a booklet of the comments with a page for each employee being honored. Supervisors could be given a template to follow, perhaps more focused on their work at Saint Mary's; Perhaps employees unable to attend could be given their gifts personally by Brother Craig.
• Human Resources library of suggested staff improvement resources, including the popular "Fish" video
• Sexual Harassment letters. HR should make it clear if we must attend. It appears that only a certain percentage of those that didn't were offered the online workshop. The Climate Committee will make a motion on this issue at our next meeting.

Compensation and Benefits Committee meets November 25th

**Staff Development Committee**
Not yet met. Concern that so many of our committees are making proposals to HR. The Staff Development Committee had considered suggesting monthly training sessions to highlight one area of the Staff Handbook each month; How can we coordinate / prioritize all of the proposals we are making to HR? The Staff Development Committee will work on providing Business Office Procedures training.

**Election Committee**
Not yet met. Bill Sullivan is chairing. The Organizational / Staff Council representative chart will need to be updated by Daphne Plys with the new hires and terminations. Terms are up for Jenifer Delson, Bob Peterson, Sharon Cahill, Bill Sullivan, Jane Rising, and Pamela Thomas. All Staff Council members may run for two 2-year terms.

We have learned that distributing information to those we represent is a problem if one or more of the representatives is not available.

Motion Made, seconded: When Staff Council disseminates official information to the staff, one message will be distributed to all staff. All Staff Council members' names will be included on the message to encourage feedback to representatives. Vote 13-0-0. Passed.

**Bylaws Committee**
Joe Arone has begun to work with Bill Sullivan and Joyce Ellenberg regarding the revision of the Bylaws to include the position of Chair-elect, and to spell out the succession of that position to Chair. It is also proposed that when Chair-Elect becomes Chair, the group they represent will elect a new representative. Also, the retiring Chair continues on Staff Council as an At-Large representative. First-year Staff Council members are not allowed to run for Chair-Elect.

Pamela Thomas announced that at 12:15 on December 2 there will be a meditation / reflection in the Gallery cosponsored by Campus Ministry and Health Services.
Sharon Cahill reminded us that the Staff Committee events are co-sponsored by Staff Council and to encourage our co-workers to go to these events. On December 18 there will be a Christmas sing-along in the Chapel with Lino Rivera leading the way.

**Old Business**
Thank you to Bill Sullivan and Pamela Thomas for their patience, tact, and professionalism in organizing the Open Forum. Thank you for coordinating all the questions, and creating an opportunity for staff to engage with Carolyn Bailey and Pete Michel during the Open Forum.

Motion to adjourn moved, seconded and passed. 2:15 p.m.