November 10, 2004

Present: Pamela Thomas, Linda Wobbe, Paula Conrad, Kate Cole, Vince Nicosia, Frank John, Sue Birkenseer, Faith Taylor, Maureen Little, Scott Kier, Joe Arone, Debbie Deikman, Brenda Kiba


Meeting called to order at 1:11 p.m.

Approval of Minutes
Minutes of August meeting were approved. Motion to approve by Debbie, seconded by Sue, and passed. Minutes of October meeting were approved. Motion to approve by Paula, seconded by Scott, and passed.

Chair/Chair-Elect Report
Open Forum discussion of potential questions to be used for the presidential candidates. Audience gave questions and Pamela read all questions that had come in prior to Forum.

Board of Trustees meeting highlights include 1) significant reduction in donations to the college this past year, reasons could include influence of the huge pledge, 2) consulting firm has been hired to do an analysis and assessment of drop in giving and turn around any negative external relations 3) female population increasing 4) Faculty Senate proposal of Concern over Shared Governance was passed 5) Brother Craig was formally thanked by the Board, with remarks made about his tenure.

Presidential Search Committee update: Friday, Nov 5 was the deadline. Fourteen people have volunteered their services as questioners, including four from Staff Council - Frank, Scott, Linda, and Vince.

Monthly meeting with Pete included: 1) Feedback from Staff Council generated recommendations, 3) Pete suggested Emily be asked about Collegian web site, 3) more training by HR is a positive, 4) 360-degree concept of supervisor evaluations, 4) At-Will section of employee contract will be discussed next spring, 5) Staff Handbook is being revised and updated.

Treasurer's Report
No report.

Bylaws Committee
Scott is putting the by-laws on disk. All may then review. Discussed procedure for complaints.

Climate Committee
Climate Survey prepared by Brenda is now categorized into the following: Compensation & Benefits, HR, Climate, Shared Governance, Communication, Facilities, Working Conditions. Each committee chair is instructed to review and discuss potential topics or areas of interest with committee and bring this information to next Executive Session.
No date set for Sister Clare's party. Maureen will clarify.

**Compensation Committee**
Linda distributed summary of October 28 meeting with Pete Michell and Emily Elliott. Report included eight points: 1) Compensation Study - last spring's resolution discussed. Vince will come up with summary of HR meeting in committee and will work with Pete and Emily to summarize next steps for moving comp. plan forward for distribution to staff. Pete discussed compensation mid-point range, questioning its necessity. He will find out if the average salary within a grade is really a mid-point. 2) Tuition Waiver and Part-time Benefits - Comparison study of other colleges will be available for C & B Committee Dec. 8th, 3) Tuition Exchange - Workshop held Nov. 4 for staff and faculty. Sue coordinated this effort, 4) Staff Handbook - Committee will assist in proofreading of updated handbook; major changes will be noted and shared with staff. Target date: Dec. 8 meeting, 5) Personal Benefits Changes - HR planning to introduce a modified version of this, 6) Health Benefit Changes - Pete asked us for input on increasing co-pays by $5, and instituting $250 hospital admission deductible. Other alternatives were changing vendors, reducing college contribution for dependents. Pete plans to be more creative in future to keep costs down, 7) Emeriti - Frank will attend next meeting, 8) Flex Dollars/Sodexho - Frank will meet with Matt Carroll to determine level of staff participation.

**Development Report**
Debbie now has list of new staff and said Council can participate in new staff orientation.

Scott suggested Staff Council respond/acknowledge death of student (Katie Springer). Council agreed. Secretary to send note. Memorial date is Nov 18th.

**Old Business**
Linda Rose, HR, invited to meeting because staff indicated (in Climate Survey) interest in developing 360-degree feedback concept. Re: what happens when staff talks to supervisors, how can it be turned into something positive. Development Committee assigned to work with Linda on 360-degree concept - this is a corrective intervention.

**New Business**
Question raised about when the best time for an emergency meeting would be. Conclusion was Wednesdays, lunchtime.

Linda Rose, HR, gave overview on workshop series to be presented in Nov. and Dec. called Managing Change. Workshops offer opportunity for college community to address issues of change and how to effectively handle them. Linda requested Council to spread the word to all. Pamela asked Council to email constituents to encourage attendance.

Staff Council will include in the next general email to staff a summary of the issues and concerns that the Council has raised with College administration and the resulting positive actions and responses by the administration. This action would serve to highlight the Council's service to staff.

The meeting was adjourned at 2:02 p.m.