September 13, 2000

The meeting was called to order by Co-chair, Sharon Neward, at 1:20 p.m. in the Hagerty Lounge.

Present: Diana Brim, Gary Busbee, Jeannine Chavez-Parfitt, Sister Ingrid Clemmensen, Joyce Ellenberg, Mark Jaime, Billie Jones, Br. Brendan Madden, Lucia Minor, Sharon Neward, Susan Parr, and Mark Roberts

Absent: Kellly McGinnis
Absent with notice: Michael Wayman

1. Mark Jaime moved and Susan Parr seconded the motion that the August 17, 2000 minutes be approved. This motion passed unanimously.

Jeannine Chavez-Parfitt moved and Mark Jaime seconded the motion that the August 24, 2000 minutes be approved. This motion also passed unanimously.

2. Discussion/Debriefing of Coffee with Craig.

To kick-off the new academic year's Coffee with Craig series, the President invited the Staff Council to meet with him on Tuesday, September 11th. It was an opportunity for the Staff Council to update Brother Craig on the Council's activities thus far and to ask him about the status of the compensation study among other things. He reported that the study is likely to surface a range of comparative data on the salary scales. Realistically speaking, some people are paid lower, some people are paid higher, and some people are paid on par with market salaries. The Board of Trustees is willing to support making the necessary pay increases over-time. The goal is to align all salaries to the market in an equitable manner. No one, however, will receive a pay cut. The official results of the compensation study, however, are of course still pending.

3. Committee Reports

a) Elice Oyzon reported that The By-Laws committee met but was not ready to distribute its latest draft for discussion. Kris Chase has been invited to attend the next meeting and/or provide written feedback on our working draft.

b) Brother Brendan reported that the Orientation and Staff Development Committee is scheduled to meet with Carolyn Bailey to begin implementing some of the suggestions for the orientation of the new staff. Follow-up meetings with Richard Sprague and the Sprague assessment are still under consideration.

c) Diana Brim reported that the Salary and Benefits Committee is still in the process of researching options for temporary part-time employees to purchase benefits. Gary Busbee reported that they have not met but, continue to request some more detailed and concrete updates on compensation study from Human Resources.
A strategy that the Salary and Benefits and Staff Climate committees are both pursuing is having a joint meeting with Human Resources (i.e. Carolyn Bailey) to avail ourselves to any information that we can disseminate to staff and keep information flowing. The compensation study is an area of great concern to the Staff Council and the staff at large and everyone is most anxious about the content, implications, short and long-term outcomes of this study.

d) Susan Parr reported that on behalf of the Staff Climate committee she is going to follow-up with the already established Marriott's Food services committee and determine when and where they are convening this academic year.

4. Discussion of Open Staff Meeting Dates

a) Meeting notifications:

A problem that we encountered is that approved minutes with timely and relevant information like future meeting dates are not reviewed, approved and distributed until after the next meeting. Therefore, in addition to using the minutes to disseminate information, Elice will post meeting dates, times, and reminders on the Internet. Billie Jones will make sure that our meeting schedule for the year is posted in issues of the e-connections. It is also our intent is to formally invite and provide Brother Craig, Carolyn Bailey and Kris Chase with the monthly meeting schedule. It is our expectation that Carolyn will attend all future meetings.

b) Re-visit ideas for structuring the Open Forum

Suggestions for structuring the open forum included: advance notification for topics in writing to the chairs of the Council by noon the Monday before our Wednesday monthly meeting, establishing time limits and communicating the appropriate tone and ground rules for conduct at meeting. Articulating this announcing this to the Staff was delegated to the By-laws committee.

4. Staff luncheon on September 20th

The group helped Joyce Ellenberg’s prepare her address to the Staff at the awards luncheon.

5. Continued discussion of our goals and priorities was tabled till the next meeting

6. We will take advantage of the e-connections October 15 and November 15 dates to communicate upcoming meeting dates.

Elice R. Oyzon