

## Staff Council Meeting Minutes

March 5, 2009

**Present:** Sara McGuire, Barbara Pliska, Janice Cole, Scott Morin, Kathleen Yarnell, Jinny Mason, Patricia Mailler, Karin LaBarge, Abida Adnan, Patricia Lumbrá, Sandra Bycenski, Rick Rubin, Sharon Fagan, Arthur Usher

**Presidential Appointees Present:** Jenny Silver, Christian Lagier

**Absent:** Peg Bielunis, Tobias Davis, Barbara Garcia, Christopher Gentes, Alicia Guidotti, Karen LeHouiller, Kathryn Messier, Kathleen Mosley, Louise Rouleau, Rebecca Washut, John Zaikowski

**February Minutes:** Approved

### Treasurer's Report

- Current Activities Balance: \$5592.62
- Current Staff Council Balance: approximately \$212.00
- Projected Budget for 09-10: \$6732.60
- Projected Expenses for Activities 09-10 (High Estimate): \$6075.00

### Announcements, Updates and Reminders

- Some staff members showed great appreciation for the snow day. Thanks have been sent to HR.
- HR workshops being offered this semester focus on communication for Managers and Staff. Other options include: Mindful Moments (new component with uplifting options, Living on Less, TIAA-CREF and Fidelity
  - [http://www.smith.edu/hr/hrdev\\_catalog.php](http://www.smith.edu/hr/hrdev_catalog.php)
- Staff Council sponsored a 3 child family for the holidays and Liane from ITS kindly donated handmade knit items for each.

### New Business

- Socks and sleeping bag drive for cot shelter will run in conjunction with the book exchange
  - Sharon Fagan would like to put boxes in key places around campus and will coordinate.
    - College Hall, Nielson Library, Facilities Management
    - Will run from March 9-end of month
  - Motion to approve Staff Council support of sock and sleeping bag drive: APPROVED
- Committee Direction for next year
  - Some discussion took place on the facilitation and management of committees next year. Continued conversation will take place in April regarding changes to the Staff Council Charter.
  - Please think about ways to use time more effectively.

### Committee Reports

**Activities Committee:** Please see additional attachment of Activities Committee Meeting at end of minutes. These include Spring 2009 plans and proposed activities for 09-10.

- Motion to approve \$500 spending for end year Staff/Faculty Event: APPROVED
  - Discussion regarding event ruled out potluck option with main reason of difficult organization.
  - Plans to move forward with organizing a brown bag type lunch with Staff Council providing dessert, perhaps the Herrells Bus will be underway in late March. This event is tentatively planned for post-commencement.
  - The possibility of a family bowling night will be discussed further, and possibly planned for summer or next fall.

### Communications Committee:

- Karen LeHouiller has resigned from Staff Council due to department consolidation, but will remain chair of the Communications Committee for the remainder of the year.
- Next meeting with Laurie Fenlason will be held in Stoddard G4.
  - Committee is seeking permission for a representative of College Relations to serve on the committee.
- All Staff Forum Follow-up will be held on March 18 in Seeyle 202 with Larry Hunt.
  - If you have constructive criticism or feedback on staff forum, please contact Christian Lagier.

### Diversity:

- Time constraints are not allowing the committee to make things happen.
- They are currently working on a proposal for how diversity should be used.
- Hoping to collaborate with OIDE, anticipating the new Director.

### Nominations:

- Four current members will be running for a second term. (As of Monday, March 9, that number reduced to 3)
- Nine new names are on the nominations list. (As of Monday, March 9, the number increased to 11)
- The committee received some good responses online.
- A question was posed about targeting certain departments, such as Public Safety, Museum and Facilities Management.

### PPC:

- Meeting with Larry Hunt Friday at 1:30 in HR Conference Room.

### Financial Discussion

- For more information, please visit the presidential website and web links on the Staff Council Website.
- ACRA and CMP are meeting every other week for 1.5 hours and have a full day meeting planned for April.
- All financial decisions will be made directly by the President. Please read the minutes for more information.
- Smith is now the most expensive college in Western Mass with a strong commitment to Diversity. Christian Lagier reports that Smith has a low percentage of full pay students.
- Benefits should be looks at based on number of people utilizing them, who we would disadvantage and who we would grandfather in.
  - Should considerations be made for those making below a certain salary or hourly wage?
    - Will partner contributions be factored in? Something would have to be required to report dual income.
- A request was made that we note that ideas presented by Staff Council on behalf of Staff, are not necessarily things we have voted on in the Council. We are serving as a vehicle for information sharing only.
- Concerns were raised regarding the retirement differential based on salary.
  - Those making more than 54K, have a retirement contribution of 13%, those below have a contribution of 9%. It was explained that the 4% difference is to account for the social security those folks lose.

### NEXT MEETING

Thursday, April 2 at 2:00 PM in CC 204. The President will be speaking at 2:30pm.

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## Staff Council Activities Committee Meeting Minutes February

Submitted by: Sara McGuire, March 4, 2009

Current Budget (Scott) 5602.61

- Waiting on February Re-take Break to clear (291.00)
- Anticipated remaining balance for Spring 2009: \$5300.00

Spring 2009 – Projected Expenses: \$25

- Book Exchange (March 18-23): \$0.00
  - This event is supported by Smith Community Members and Activities Committee Members at no cost to Staff Council. The exchange program is free to all to participate.
- NYC Bus Trip (April): \$0.00
  - This event is paid for upfront, cost of bus, but breaks even with a cost to participants of \$35.
- Bird Watching (May, as determined by Chris Gentes): \$25
  - Anticipated cost is for coffee and donuts for participants.

Spring 2009 – Proposal for NEW EVENT, Anticipated Cost \$200 - 400

- In anticipation of the cancellation of the annual Staff Picnic, we would like to propose holding a smaller scale picnic type event in May. Any of these could have possibly co-sponsorship with Faculty Council.
  - Ideas:
    - Potluck for Participants – Staff Council Members would need to make a commitment to attending to make this event successful.
      - This would have to be carefully organized to ensure a wide variety of food.
      - Staff Council would provide non-alcoholic beverages, paper products, etc.
      - Considering Davis Lawn for this event.
    - Night at the Brewery (Tuesday Night?)
      - Similar to Pub Nights, but off campus.
      - Staff Council would provide snacks.
      - Brewery would handle cash bar.
    - Bowling Night (Tuesday Night?)
      - Staff Council would provide snacks.
      - Staff Council would sell tickets to event, open to families, at group cost.

Fall 2009 Anticipated Activities

- Outdoor Movie (July) \$250-350
- Dog Daze (September) (Davis Lawn Only?) \$1000 (we hope to reduce the cost from \$1500 in Fall 08)
- October Fest (to replace 4 pub nights) \$500-750
  - Could be on campus in the Carroll Room, or off at Brewery
- Fall Break Cider and Donuts (October) (to replace Mountain Day, will be scheduled the Friday before Fall Break) \$250-300
- NYC Bus Trip (November) \$0, will break even with cost of tickets
- Holiday Hoopla (December) \$2000

Spring 2010 Anticipated Activities

- Movie (January) \$250-300
- Ice Skating Event (Early February) \$100-200
  - Cost would be for refreshments
- St. Patrick's Day Party (March) (in place of 4 pub nights) \$500-750
  - Could be on campus in the Carroll Room, or off at Fitzwilly's
- NYC Bus Trip (April) \$0, will break even with cost of tickets
- Bird Watching (May) \$25
  - Cost will be for coffee and donuts
- End of Year Party (as proposed above) with Faculty Council Co-Sponsorship

We will be reporting these minutes at the March 5 Staff Council Meeting for discussion.