"REPORT FROM THE CHAIR"

This past year has been an exciting and challenging time for us on the Staff Council. We started out an infant, with the barest inkling of what we would do, or how we would do it. Through fits and starts we have struggled to our feet, and begun to take our first steps, utter our first words, and make our first mistakes. The obstacles we have had to face may have been toys on the rug, but to us they were like mountains. Every month, we have met in small committees, met in our large full Staff Council meetings, met informally, met and met and met. We have discussed, argued, raged and pulled over questions about our internal mechanisms, our place within the community, our relationship with the rest of the staff, our image, our legal status, everything.

To us, it has been anything but placid. But to many others on the staff, what we’ve been doing on the Staff Council may be a complete mystery, if you’ve thought about it at all. In your own workplace it may seem as if the Staff Council has been asleep, or at best still has good intentions, for all the direct consequences you’ve seen. Much of what we’ve been so busy about does not have direct consequences for you, since we’ve had to spend a lot of time setting up our own procedures for carrying out our business. I’m sure it can be frustrating waiting for this group to do something. Keep in mind that we are an autonomous organization to a large degree. Nobody sits us down and tells us what to do and how to go about it. We have to settle on methods of doing things like mailing announcements, which may seem simple, is ways that are fair to everyone, or at least minimize the unfairness. As I have learned many times in the last few years, democracy is a dirty job.

There are some things we have done that do have a direct impact on you, whatever your job. The clarification of the release time policy, and the steps we took to ensure that everyone knows of the availability of their job classification criteria are two things we have acted on that can have a direct effect on you in your job. The release time policy says in essence that if you have an interest in this community, that if you have ideas, or if you want to be involved in the discussion of certain issues, you can. Under the right circumstances, you can do it on paid time. There is no better way to show that your opinion matters. This may not matter to you, but I really hope it does, because that’s what the Staff Council is about.

Cont. on page 5.

Name the Staff Council Newsletter
by Karen Korza

Listed below are four suggestions for the name of this newsletter: Council Connections, Staff Link, Employee News, and *RESPECTfully yours*

The person who submits the chosen name will receive a "BRUNCH FOR TWO" at the Smith College Club. If you are interested in submitting, please send the name to the Communication Comm/Staff Council.

Nominations for Staff Council are still being accepted.

See page 6.

A Word About This Newsletter
by Stacey Schmeidel

The newsletter you’re reading is the result of many months’ work by a large number of people on Staff Council. The final version was shepherded to press by the Communications Committee, but this piece also required great thought and effort from members of the Steering Committee and Editorial Board, Staff Council committee chairs, administrators who responded to questions from staff, and members of the full Staff Council. Staff Council members represent a wide range of viewpoints on all issues, including the recent discussion of administrative and support staff unionization. Nancy Slater, who took a leading role in the creation of this newsletter, has recently taken on an increasingly public part in the union organizing effort. The consensus of the Communication Committee was that Nancy should resign as newsletter editor, and in a March 17 letter to the committee, Nancy agreed to do so. Nancy has opted to give her time to the organizing effort, and has asked that we not use the work she had already done on the newsletter. While her writing is not included in this publication, Nancy devoted a great deal of time and energy to its creation. We value her efforts and appreciate her participation in the newsletter process. This newsletter-like Staff Council is meant to be a broad-based, collaborative effort. We hope you’ll take time not only to read through the articles that Staff Council members have prepared, but also to let us know what’s on your mind. If you have comments or suggestions about issues we might address, please mail to your Staff Council representative, or take a few minutes to fill in the tear-off sheet on the following page.

1992-93 STAFF COUNCIL MEMBERSHIP LIST

CFO: ADM - Bill Sheehan - X2222

ADS - Karen Korza - X2351

DOC: ADM - Jean Bulles - X2553

DOF: ADM - Lea Ables - X2510

Linda Barron - X3000

Parliamentarian:

ADS - Marie L’Heureux - X3053

ENR: ADM - Chrise Bell - X2500

Vice Chair: ADM - Jane Delaney - X2583

PRB: ADM - Louise Barden - X2151

Gina Lavelle - X7392

Treasurer: ADS - Charlene Moran - X2750

Secretary: Physical Plant, Gardens, Security:

ADS - Cynthia Bougher - X4200

Mickey Finn - X2400

Mike Klein-Bernd - X2406

Jeff Rankin - X2748

Chet Sahli - X4459

Tracey Warron - X2748

Dining & Residence Services:

SER - Jane Riel - X3306

Sylvia Crafts - X2141

Glenn Meekins - X2376

Cynthia Pellet - X2368

Kevin Skelly - X2300

Chair: ADM - Jim Montgomery - 2925

ADS - Cindy Recchi - X2923

ADS - Marion Abrams - X2222

ADM - Jean Lilwatt - X2224

ADS - Kathy Yarrall - X2370
Staff Council Open Forum
by Bill Sheehan & Chrissie Bell

The second semester Staff Council Community Forum was held on February 25 in Sage Hall. Attendance was strong, despite a label mix-up that meant several hundred flyers announcing the forum ended up going to the faculty instead of administrative support staff. Our apologies, and thanks to all those who braved the frigid weather to attend.

Kevin Skelly, Chair of Staff Council, opened the meeting and introduced the chairs of six Staff Council committees who described the many projects that Staff Council has been working on during the academic year. Hats off to all committee members for their enthusiasm and hard work.

Lea Ahlen, Co-Chair of the Staff Development Committee, spoke of her committee's broad mandate to strengthen and improve staff training and professional development, the committee's efforts to define staff needs and interests, and their active participation in hiring the new staff training specialist in Human Resources.

Gina Livolsi, Chair of the Finance and Budget Committee, reported on her committee's goal of being involved in all committees dealing with college finances and their active interest in the house dining consolidation. At the invitation of this committee, Chief Financial Officer and Treasurer Ruth Constantine discussed the budget process and answered questions at the December 1992 Staff Council meeting.

Charlene Moran, Co-Chair of the Communications Committee, addressed the ongoing issue of improving communication. She also reported that Staff Council will produce a newsletter, which will appear twice each semester.

Jean Liswell, Chair of the Nominations and Elections Committee, pointed out that numerous college committees now include staff members nominated by Staff Council. Jean encouraged staff to return the pink nomination forms mailed to staff in late February and to become involved in Staff Council during the next year.

Sylvia Crafts, Chair of the Personnel Policy Committee, missed the meeting due to illness. Her written report can be found elsewhere in this newsletter.

Kevin Skelly, as Chair of the Steering Committee, explained that the steering committee deals with internal issues, shaping the overall goals and direction Staff Council. He reported that a release-time policy for all staff involved in Staff Council has been approved by the college's members can attend committee meetings, and that the Steering Committee met with Mary Maples Dunn and Ruth Constantine in January to discuss staff concerns about the reclassification, inclusive decision-making and department staff meetings.

Kevin also read out recent queries Staff Council has received from individual staff members. These included topics such as the differences between staff and faculty benefits, internal job postings and the role of the staff member in completing a job description. (These queries and more questions are elsewhere in the newsletter along with responses from college administration.)

During the open discussion part of the meeting, staff asked questions or made statements. These included questions about Staff Council's role in discussing job benefits with the college; whether Smith staff can have access to all job titles, grades, salary ranges in a location other than Human Resources, where a set is available; the salary of the college's Employee Assistance Program; and whether Staff Council will have input on what goes into the new staff handbook. Two staff members questioned whether the current grievance procedures are meeting the needs of staff. (Staff Council will address the above concerns with the college administration.)

In addition, some statements were made in support of the current union drive, including a recollection of a positive union experience in a previous job; a statement that a union can legally negotiate benefits and working conditions which would be included in a staff handbook; the belief that Staff Council and a union on campus could co-exist; and one staff member urged that staff try to be courteous and respectful to each other's opinions about unionization. No one spoke in opposition to unionizing although Kevin Skelly solicited opposing viewpoints. He also reminded those attending the meeting that Staff Council is required by law to remain neutral on the union drive.

We are already thinking about our next Community Forum in the fall and would appreciate any thoughts and ideas you have.

Steering Committee Report
Kevin Skelly

The Steering Committee is made up of the officers of the Staff Council Chair, the Vice-Chair, The Secretary, the four elected members of the Staff Council, and the two Presidential appointees serve in a non-voting capacity. Our general responsibility is to coordinate the flow of information between the staff-at-large, the full Staff Council, and various departments of the College administration. Usually this involves discussing, amending and approving proposals by the other Staff Council committees, setting agendas for the full Staff Council, and carrying out decisions that were made at the full Staff Council meetings.

Our early accomplishments involved arguing and implementing Staff Council policies for replacement of members who had resigned from the Staff Council, and for assuring the participation of those who were elected by their peers to represent them on the Council. That may not sound like much, but I'm glad its behind us!

More recently, we have clarified the policies regarding staff participation in College committees, particularly the Staff Council. While there had been policies in place, they were poorly understood, and unevenly applied. Now there is a uniform policy available to all staff. That does not guarantee there will be no problems, but at least the problems that do occur will be resolvable through the same policy for everyone. If you have a question about release time for any type of committee work, ask one of your Staff Council representatives, or call the Human Resources office. If you don't know who to ask on the Staff Council, send a note through campus mail to "Staff Council". That's our address. Another recent accomplishment of the Steering Committee came out of a discussion at a Staff Council meeting concerning the reclassification. As you may be aware, we are limited as to how we may address a given issue when it comes to making or advocating proposals to the College, or to the President. The reclassification has been a subject of much concern to many employees, and we discovered that a lot of problems were caused by a lack of information regarding the classification guidelines, and their availability. These weren't the only problems, but this was an area where we could be of some help. We brought the concerns that had been expressed by staff members to Mrs. Dunn; and the took some steps to ensure that the information needed by staff members would be available to them, and that they would be made aware of that availability. Ten copies of the PEC guidelines were placed on reserve at the circulation desk at the Nelson Library, as well as one copy sent to the Staff Council, and Dept. heads were reminded the this information was to be made available to their staff on request. Again, if you have further questions regarding this issue contact us through the representative in your area, or send a note to our campus mail address, "Staff Council".

Nominations/Elections Committee Report
By Jean Liswell

The Nominations/Elections Committee has had a busy first year so far. We made all the
assignments to the Staff Council committees per charter. We have also, at the request of the President’s Office, nominated staff to various campus committees. These committees are: SOAR (Society Organized Against Racism), nominated was Janice McDowell from the Treasurer’s Office; CPC (Campus Planning Committee), nominated was Robin Kinder from Neilson Library; Diversity Task Force, nominated were Janet Durkin and John Risley from the Development Office, Carrie Hemenway from the Career Development Office and Dick Wagner from Institutional Research. Also, nominated to the Special Needs Advisory Committee was Laurie Howls from the Student Affairs Office. Nominated to the Civil Rights Committee were Nancy Slator, from the Office of the Dean of Faculty, Richard Loebl from the Career Development Office, Marjorie Southworth from the Ada Comstock Office, and Cindy Feltier from Dining Services.

We have received a request from the treasurer Ruth Constantine to appoint a staff member to an ad hoc committee on “Green St. Planning.” This Committee which will be advisory, will propose how long term plans for the use of the College’s Commercial properties on Green St. At the present, we are working on the new Staff Council for 1993-94. The deadline for nominations has been extended to April 2 (see back page).

Other members of this committee are Joan Ballas, Linda Barron, Sylvia Crafts, Mickey Finn, Marie L’Heureux, and Cindy Rucci.

Communication Committee By Karen Korza

Our committee has been working on a newsletter to keep staff informed of what the Staff Council committees are working on and who the Staff Council members are. Also, questions will be answered from staff who submit a signed question to Staff Council if they wish.

Great concern has been expressed about getting information to all staff, especially those without an office address. Information for those in Physical Plans will be given to their supervisors to distribute, and the night staff copies will be distributed by Building Services. Staff at the dorms will have their information placed in the dorm mail box at Central Services, and it then will be picked up by an appointed staff member in each dorm. If someone does not receive information, please notify one of our members.

I ran for Staff Council because it sounded like a nice way to work on problems and improve issues at Smith together. I believe it can work if we work together. I’ve met some really nice, hard-working staff during this creation of Staff Council that I would never known. Administrative, service, and administrative support staff really sit down once a month and talk about you and ways to improve Smith life. Thanks to everyone for your input and patience in helping us get started.

Members are: Charlene Moran and Karen Korza (chairs), Stacey Schneidel, Joan Ballas, Mary Low Wittig, Jay Lacey, and Jane Riel.

Budget and Finance Committee Report By Gina Livolsi

The Budget and Finance Committee has met monthly and has had good info meetings. We have discussed the dorm consolidations, budgets and the new admissions renovations. We have also discussed the change over from Service Master and the cost savings or not. Jonathan Lovell has presented to our committee the workings of the college budget and the goals of Smith and ACRA. Ruth Constantine was invited to a full Staff Council meeting to present the budget and ACRA’s views and take questions, which she did in November or December. One of our members is now serving on a dorm consolidation committee with Ruth Constantine, Ann Burger and students. A budget was proposed to Ruth Constantine for the 1993-94 fiscal year.

Staff Development Committee Report By Lea Ahlen

The Staff Development Subcommittee is in the process of clarifying its mandate, defining staff development, and determining the kinds of training and opportunities that should include. We agree that staff development should not be limited to professional development, but should also include opportunities for personal enrichment. We are attempting to identify and prioritize categories within staff development, such as programs to increase professional skills and job-related training and new writing, communication skills, decision-making strategies, conflict resolution; opportunities to pursue personal development and enrichment, (workshops for English as a second language, retirement planning, or a luncheon series to discuss current issues or hobbies); and presentations to promote wellness (first aid, etc.).

The committee hopes to work closely with the new Human Resources Staff Assistant for Training and Administration, who will be hired this spring, to eventually form a college-wide staff development policy (which will include input and ideas gained from a survey to be sent to all staff next fall). That policy should be included in the "Handbook" staff handbook. We will encourage Human Resources to reschedule the training and programs formerly offered, and we plan to establish a central resource "library" which will list resources available at the college and provide literature relating to professional development and personal skills and interests.

Personnel Policy Committee Report By Sylvia Crafts

The Personnel Policy Committee of Staff Council has discussed several serious issues this year: not necessarily resolving any of the issues, but getting them out in the open. We spent a number of meetings talking about reclassification and how it affected individuals. Because Staff Council is comprised of employees from all departments, some of us did not know anything about reclassification. We were very pleased when people shared their personal experiences in order for the rest of us to better understand the issue. As Chair of this committee, I am very proud of the openness and trust the members have shown; that is our greatest strength. A couple other issues we are working on include: working with the library staff to help all employees understand and use the Smith library system; working on a "consumer index" for the Campus Directory which would help us know who to call about specific employee issues (i.e., pension, dental, etc.) and trying to find the best way to help employees understand all the ins and outs of the tuition benefits available to staff. I would like to encourage anyone thinking of running for Staff Council to do it. It is sometimes hard to find the time to meet when your group has all different schedules and deadlines, and outsiders may think that progress is slow; but this is a wonderful way to look at how all of us fit together to make Smith College work. Meeting people from other departments will greatly enhance your position, whatever it is. This has been an exciting year for Staff Council, and it will only get better. Sylvia Crafts, Chair Personnel Policy Committee, Staff Council

Answers to Your Questions

Question: The whole reclassification system is FAR from objective -- it is obviously a scam designed to fit into the budget rather than to be fair. Does anyone have confidence in the policies developed by Human Resources? Also, with $400 million in the bank, must the College nickel and dime us to death with our health insurance?

Answer: Over the past two years, more than $103,000 has been budgeted and used to cover salary increases associated with the new reclassification system. These increases included the
cost of `living raises` to staff whose salaries fell below the minimum salary levels for their new grades, as well as raises associated with reclassifications to a higher grade. No college expects to save money by implementing a new classification system. Since no one's salary level is reduced based on the results, only increases will result and thus a revised system always costs money. The College's financial planning for 1991-92 and 1992-93, and set aside sufficient funds to cover these costs. The $400 million in the bank is the College's endowment, most of which was given to Smith by donors who stipulated that the College may not spend it, but only income earned by its investment. Endowment income provides critical support for operations, covering more than 18% of budgeted expenses. If investment income is to continue to cover the operating budget to that extent, the College cannot spend all of the income. Some of it must be reinvested to ensure that endowment income at least grows with inflation. In recent years, the College spent more than was prudent, and more than that of most of our competitors, partly because of operating budget shortfalls. The budget is now balanced. To begin to spend more from the endowment to cover the rising costs of health benefits would, much like the federal budget deficit, only create a larger problem in the future. (By Ruth Constantine)

Question: I have waited over a year to fill out a new job description due to on-going changes. Now I'm told that my department head is the one who will fill out the form for me. This does not please me as I am confident my department head does not have a clear understanding of my various duties. My supervisor does have first-hand knowledge and I think that if anyone is to complete the form for me it should be her. I really do not have much faith in seeing a beneficial outcome if I decide to go forward a new job description filled out by my department head. My supervisor is a senior staff member of our office and I believe she should be the one. Can you point this out to Human Resources?

Answer: We assume that department heads will consult with supervisors and employees in completing new job descriptions for positions which have changed significantly over the past two years. In larger departments or those with several levels of supervision, I would expect that department heads would also consult supervisors, as necessary, to provide specific information about a position in order to appropriately answer various questions in the booklet. Supervisors should certainly be involved in the process. (By Jan Keefe)

Question: Please define how a person knows a job listing is "internal" if not listed on the posted notice? And how is "internal" defined?

Answer: If a job opening will be limited to internal candidates, the posting notice will indicate this fact. Internal applicants are defined as current employees of the College who hold regular budgeted position. Employees must submit their application or resume by the specified closing date to receive consideration. (By Jan Keefe)

Question: I think it is unfair that faculty and administration staff children get tuition grants and/or loans for college. What makes their children more important than mine? What makes faculty more important than me? Why do they deserve this benefit? I work just as hard. I feel my child is just deserving. To me, this is classism at its best.

Answer: Smith's objective is to provide a total compensation package, including both salary and benefits, which is competitive with that offered to similar classifications of employees (faculty, administrative, administrative support and service employees) by other educational institutions and employers within our labor market. We conduct surveys and review our benefits on a regular basis to ensure that our compensation package remains competitive. Our surveys show that faculty and senior administrators at most educational institutions are eligible for different benefits package, including more generous tuition benefits, than the staff. For instance, all regular employees are currently eligible for the Tuition Assistance Plan. This Plan extends tuition benefits to employees, children, and spouses who want to attend Smith and for children who attend the Campus School. While the Tuition Grant and Education Loan Plan is not available to all staff at Smith, it's important to remember that an oversponsorship grant generally results in a dollar-for-dollar reduction of any financial aid award. This limit or cancels the grant's value for those who are eligible to receive aid. (Eileen Corbell)

Question: At this point in time, I feel nothing positive resulted from the classification process...Employees have been assigned to additional work in other offices without having the opportunity to voice any opinion.

Answer: It is a fact that many jobs at Smith have changed in the two years following the VSP and that some positions have assumed additional duties. The College is actively looking for ways to creatively streamline operations and to effectively redesign work. However it is not correct to assume that "no consideration is given to this fact in the individual's classification." A position's classification is the current classification plan was based on the job description and position questionnaire in Human Resources' possession in Summer 1992. In many cases these were completed in February 1990 and thus did not include any new duties assumed.

Department heads have been told that where an employee's job has changed significantly and substantial new duties have been assumed, a new job description and position questionnaire should be submitted for review by the staff Position Evaluation Committee (PEC). At meetings in December and January, PEC reviewed eleven positions which had been submitted by department heads for reclassification based on the assumption of new duties. Based on PEC's review and recommendations, eight of these positions were reclassified upwards.

I assume that additional positions will be submitted for reclassification review as department heads complete their reorganizations and finish up the necessary paperwork. PEC will meet three times a year - in the spring, the summer, and late fall to review new positions and reclassification requests. Job classification is an ongoing process. (By Jan Keefe)

Question: It seems to me that with the VSP and restructuring that employees are being put in new positions and not given any training and thus seemed doomed to failure or at least feel like they are failing. More attention should be given to the learning curve and the expectation of sufficient training.

Answer: Certainly proper training is crucial in enabling an employee to succeed in a new position. Specific job-related training is the responsibility of the supervisor. It may be that this training is not always as comprehensive as it should be. Employees who feel the need for additional training or assistance to better perform their duties or responsibilities should let supervisors or, where appropriate, co-workers know.

It is Human Resources' responsibility to coordinate a College-wide training program that provides a range of seminars and workshops in areas of professional interest or need. As indicated in the February 4 issue of Acc MEDIA, we are currently conducting a search for Staff Assistant for Training & Administration who will reinitiate the College's training and development program. We hope to have the new Staff Assistant on board in early April. The first training workshops will be offered beginning in the summer. (By Jan Keefe)

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Staff Council -
What good are we?
By Joan Ballas

It has been a challenging year for all of us working on Staff Council as elected members, appointed members and at-large members nominated by Staff Council, serving on the multitude of Smith College committees. I know those of you on these committees are laughing or crying at this statement. But it is true!

Are we respected yet? Are we taken seriously? Are we important? Are we necessary? It's still too early to answer some of these questions. But I believe that those who have given their time and talents to Staff Council and you, the people we represent, the staff and Smith are better off because we have tried to work together.

Service women and men, union and non-union, administrative support, and administrators are trying to understand and respect each other, and we are better off for these efforts. It's difficult to report on this benefit. It may not come from a committee report, nor be obvious at an open forum, but it's clear when you take a long look around the room and see all the individuals who are Smith College staff.

Like many individuals, Staff Council is now in the midst of great struggle about the union organizing drive, and what Staff Council can or can not do. To resolve a question so important, staff from all across the campus must continue to listen and understand and most importantly respect one another.

Some of us are running again for Staff Council and there are some new faces coming forward to get into the thick of things. For we are in the thick of things and it is a challenge. But for those of you not running again, thank you so very much for all you've accomplished. Thanks to those of you worked on the charter that guides us. Thank you to those who came to our open forums and spoke, and to those of you who just listened.

We do need your support! We need staff who are ready to get involved and ready to take action. We need staff who are willing to take risks and listen to the other side, and maybe even agree a little.

Here are some of Staff Council's accomplishments.....
by Charlene Moran

Staff Council is proud of its accomplishments this past year. Here are some things we have accomplished: we have nominated a number of staff members to college committees. They include: SOAR (Society Organized Against Racism); CPC (Campus Planning Committee); Diversity Task Force; Special Needs Advisory Committee; Civil Rights Committee; and Committee to Hire Staff Assistant for Training and Development. These committee appointments will help staff to have a voice in the important decisions that these committees make and which may affect our lives at Smith.

The Steering Committee members also requested a meeting with Mary Dunn to convey personally the concerns of staff regarding the new reclassification system. We talked about ways that staff morale can be improved and decided that documents regarding reclassification should be made available at Nelson to give everyone access to this important information. She also expressed her support of Staff Council and its continued success.

This NEWSLETTER is a result of our attempt to keep you abreast with campus developments, as are the STAFF COUNCIL COMMUNITY FORUMS. Also staff has been meeting folks that we might not have ever met if not for Staff Council. We are communicating with each other and THAT'S WHAT STAFF COUNCIL IS ALL ABOUT!!!

CHAIR Cont from page 1.

The idea behind Staff Council is that this community cannot prosper in our current environment if it does not utilize the excellent resource of the eyes, ears, and minds of every interested person on this campus. I think it is a great opportunity for us all, and we will all benefit from the efforts of everybody who gets involved. My own personal benefit from all of this is the personal growth and confidence I have gained, and meeting a lot of very good people who give a damn.

I have saved the best for last. The most exciting thing about what the Staff Council has done is the Open Forum. In the future I think the Staff Council will venture into issues of greater importance, and this may just be the vehicle. The primary object of the Staff Council is to foster communication between the many isolated worksites around the campus. It may not sound like much, but it is a big job, and that isolation is one of the biggest obstacles we have as workers at Smith College. It is the source of a lot of confusion, and prevents us from solving problems in any effective way. In short, it cuts us off from understanding. The Open Forum gives us the opportunity to begin the task of solving our own workplace problems in ways that can work for all of us, or at least more of us. Twice a year we take the stage ourselves. We decide what format. We decide what topics. We can tackle our problems ourselves. And we still get paid.
STAFF COUNCIL NOMINATION FORM
1993-94

Name ___________________________ Ext. _______
Department/Group ___________________________

Please Check One: _____ Service Staff
_____ Administrative Support Staff
_____ Management Staff

DEADLINE FOR NOMINATIONS IS FRIDAY, APRIL 2nd, 5 p.m.
Return this form to: Staff Council Election Committee
Jean Liswell
Stoddard Annex
Smith College
Northampton, MA 01063

If you would rather place your nomination by phone or Email contact Jean Liswell at Ext. 2642 or by Email to JLISWELL.

How to submit a question to STAFF COUNCIL:
by Karen Xorza
* Mail directly to Staff Council - Central Services
* All Questions must be signed.
* Keep questions as short as possible, no personal attacks, no offensive language. We want it to be your voice and print it exactly as you present it.
* All questions will be answered in the upcoming issue of the Staff Council newsletter.
* Questions will be received by the Communication Committee to be recorded, name masked by request. A copy will be sent to the Steering Comm. and a copy to the proper committee or department head, for your answer in the newsletter.

STAFF COUNCIL RESPONSE FORM

Please address the following:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I would like to see Staff Council

________________________________________________________________________

________________________________________________________________________

Signature: ____________________ Date __________

Please do not publish my name.