**DRAFT**

**Staff Work Life Committee Minutes**

**Thursday, November 18, 2021**

**1:00 p.m. (Zoom)**

 Attendance: Rita Mannelli, Jon Fleming, Jazzmyn Ivery-Robinson, Stacey Stehle, Lynne Vick, Valarie Wilson, Colleen Leonard, *ex officio,* Cathy Stevens, *ex officio*

 Absent: Thomas Keilman, Patrick Richey, *ex officio*

The meeting was called to order by Chair Rita Mannelli at 1:00 p.m.

1. Administrative Council & Shared Governance

The President’s charge to the Administrative Council is “***to help the community reflect on what we like best about working at Nazareth”***. The membership are appointed by the Vice President of each division; the Executive Assistant to the President served as *ex officio*.

To understand the concept of shared governance and the role of the Administrative Council, Rita informed the committee that she has invited the co-chairs Jamie Fazio and Judith Baker to the next meeting on December 16. The meeting will be hybrid.

2. SWLC By-Laws

As the current by-laws are being reviewed and to be updated, Rita was trying to understand the distinction of Admin vs Support; Exempt vs Non-Exempt and has posed these questions to Colleen Leonard, the HR representative to the Committee. The committee will continue working on this item and will table the discussion until next year.

There being no further business, the meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Erminda Hugh