Exempt Staff Council Meeting Minutes  
Thursday, March 5, 2015  
10:30 – 11:30 a.m., ASC 202 (St. Paul)

Members present: Susan Anderson-Benson, Margaret McKibbin, Brad Pulles, Matt Wash, Joanie Kyllo, Madonna McDermott

1. Transamerica Presentation and Q&A with Benefits Team  
   - Representatives from Transamerica, Slocum, UST’s Human Resources Dept and Professor Mary Daugherty (Finance) made a presentation and answered questions  
   - Best advice to give constituents = “Set up a private appointment with a Transamerica representative”  
   - Slocum is an independent investment advising firm hired to help direct fund choices and provide oversight. Adds another level of protection for our assets.  
   - Retirement Investment Committee meets quarterly. Slocum also does quarterly analysis of fund choices.

Approved February’s minutes.

2. Committee Reports  
   - Joanie – Diversity & Inclusion: Has never met  
   - Jess – UTAC: Has met limited times  
   - Madonna – Fringe Benefits: Health care benefits’ costs will be going up again. Talking about ways to keep costs in control, including tying Vitality to cost. Margaret shared info that Tuition Exchange really isn’t going to be accessible until Fall 2016 which hasn’t been communicated clearly.  
   - Margaret – Wellness: Struggling to get Cabinet Members involved in Vitality and reminded folks about Wellness Week  
   - Matt gave an impromptu update on what he knows about technology. UST is rolling out two major platforms, Salesforce and Salesforce Marketing Cloud, to be used initially by Enrollment Services.  
   - Madonna also mentioned that the University will offer tuition insurance to UG starting Fall 2015. Students can opt to buy insurance (approx. $500) to make sure they can get a tuition refund if they need to drop a class; if they opt out they will not get a refund. Currently UST loses $1 million annually for refunds.

3. Constituent Activities  
   a. Nomination Committee  
      i. Nominations close on March 11. Have four so far.  
      ii. Matt will send out a blast reminding constituents of date.  
   b. Happy Hour Dates (no updates)  
   c. Wellness Brown Bag – 4/14 STP and 4/16 MPLS for faculty and staff only  
   d. Staff Forum – April 21, 2105  
      i. Speakers set.  
         - John Bannigan to speak about the faculty/staff giving campaign  
         - Kim Motes and Peter Breuch to speak about branding updates  
         - Corrine Carvalho to speak about strategic planning
• Mark Vangsgard to address finances

ii. Food Order
• Susie has spent a lot of time on this. Will have assortment of appetizers and deli items.

iii. Drawing Gifts
• Do a 60/40 split for the drawing with 60% going to St. Paul and 40% to Mpls
• Put bookmarks and buttons on tables for folks to take

iv. Feedback Survey will be done immediately after event

e. New Employee Orientation
• March 18 – Susie and Madonna/Susan
• April 15 – Brad and Jess
• May 20 – Kate and ?

4. Communications (went way over our allotted time so skimmed through these topics that we want to remember to communicate with constituents)
   a. Spring Forum RSVP and Reminder Plan
   b. Newsletter Schedule – should we do this monthly?
   c. Happy Hour Announcement
   d. Wellness Brown Bag announcement and event page
   e. Website Clean-up/Update
   f. HR Fair Reminder – MERSC Discount Program

5. Finance Update
• Just under $4K left for the year. Plenty to cover happy hours and the Staff Forum lunch.

Next meeting is scheduled for Thursday, April 9 from noon to 1 p.m. in SCH 322 (Mpls).

Respectfully submitted,

Margaret McKibbin