Exempt Staff Council Meeting Minutes
Thursday, April 9, 2015
Noon – 1 p.m., SCH 322 (Mpls)

Members present: Susan Anderson-Benson, Margaret McKibbin, Matt Wash, Joanie Kyllo, Susie Eckstein, Jess Durrant, Kate Burke, Marie Aho

New 2015-16 Members present: Matthew Logering, Jessica Gjerde, Kim Herrema, James Hammar

- Introduction new and current council members.

- Approved March minutes.

- April 14 and 16 Brown Bag Update by Jess
  - Events start at noon. April 14 will be in St. Paul (Woulfe) and April 16 will be in Mpls (Thornton).
  - "Beyond the Binary" presented by Emily Erickson
  - Snacks have been ordered from catering
  - Event has been announced in Newsroom and will be again. Jess will see about adding to Mpls signage.

- April 21 Spring Forum
  - Events will be in TMH252 (Mpls) and Woulfe (St. Paul). Buffet lunch starts 11:30. Susie and Susan will do intros/welcome at 11:40 and speakers start at 11:45. Speakers will be:
    - John Bannigan – Development Update
    - Kim Motes and Peter Breuch – UR Rebranding Campaign
    - Corrine Carvalho – Strategic Planning
    - Mark Vangsgard – Finance Update
  - Matt has some of the PowerPoints from speakers. Will check on getting others. Nice to have available should the tech systems work poorly.
  - Have give-aways/prizes. Big one is two vouchers for UST Golf Tournament.
  - Food and technology ordered by Susie.
  - Plan to have slideshow beforehand of pictures from various ESC events
  - Currently have 129 total RSVPs (34 for Mpls and 95 for St. Paul)

- Committee Reports
  - Strategic Planning (Susan) – Reports indicate that staff are not being contacted about committees. Appears that ESC and NESC have been cut out of the process. Susan has asked Corri Carvalho to address this at Spring Forum.
  - New Employee Orientation (Susan) – Brad and Jess are doing April 15 and Kate is doing May 20.
  - Wellness Committee (Margaret) – Wellness Week is next week. Look for info about Vitality and bus with shoes coming to campus. Susan asked that Margaret bring up smoking issues on campus at the next mtg.
  - Finance Advisory Board (Marie) – Only meets Oct-Feb. They reviewed and discussed tuition costs, enrollment expectations, etc. 1.5% salary increase was put in the 2015-16 budget which has been approved.
  - UTAC (Jess) – CIO search is moving forward. Soon finalists’ names will be released and times to hear them speak. Moving from a 3-yr to a 4-yr leasing cycle on computers will save
approximately $600/year. Reports on technology will be going directly to departments; this is new. IRT did a space/technology assessment in classrooms. Most technology was purchased when buildings were built and there is nothing in operational budget for maintenance. All upgrades this summer will move to Windows 10.

- Finance Update - In Brad’s absence, Jessica did report. $3700 left for the year. Plenty to cover happy hours and the Staff Forum lunch.

- May 14 Transition Meeting will involve electing council officers and deciding on committees. Current officers explained various responsibilities:
  - Chair (Susan) – Meets monthly with NESC and Faculty Council chairs to champion collegial working relationships. Serves as direct liaison to HR. Makes sure press releases/communications go out timely.
  - Vice-Chair (Susie) – Schedules meetings and helps with logistics. Worked on Forum.
  - Communications Coordinator (Matt) – Supports communications side of everything including updating website, sending out emails and posting minutes.
  - Budget & Elections Coordinator – Provides monthly reconciliation of budge and runs elections process.

- Miscellaneous Communication Items (Matt)
  - Working on draft emails for Happy Hours hosted by ESC. April 30 will be at Butcher & Boar in Mpls and May 14 will be at Sweeney’s in St. Paul. 4pm.
  - Watch for a re-design of website with new, mobile-friendly template.

Next meeting is scheduled for Thursday, May 14 from noon to 1:30 p.m. in ASC 202 (St. Paul). Lunch will be provided.

Respectfully submitted,

Margaret McKibbin