Exempt Staff Council Meeting Minutes
Thursday, January 15, 2015
1:30-2:30 p.m., ASC 202 (St. Paul)

Members present: Susan Anderson-Benson, Jess Durrant, Margaret McKibbin, Brad Pulles, Madonna McDermott, Marie Aho, Kate Burke

Visitor/Guest Speaker: Dr. Corri Carvalho

Dr. Carvalho, nicknamed the “Queen of Strategic Planning,” gave us an update on the Strategic Plan.

- Task forces are currently being formed. Have identified and gotten OK for eight sets of co-chairs. Steering Committee is set.
- Co-chairs are to develop broad charges for their respective task force and select their own members. Purpose is to make recommendations, not necessarily do the execution/implementation.
- Representation on task forces is to be a mix of faculty and staff, both exempt and non-exempt.
- Task Forces and Co-chairs:
  - Educating for the Future - John Abrahams and Wendy Wyatt
  - Flexible Pathways – Michael Jordan and Kendra Garrett
  - Health Professions – Jill Manske and Chris Vye
  - Integrative Planning – Mark Vangsgard and Mike Cogan
  - Enhanced Visibility and Profile – Dan Meyer and Kim Motes
  - Catholic-based Community Engagement – Larry Snyder and Karen Lange
  - Diversity and Inclusive Culture – Calvin Hill and Rob Riley
  - Globalization – Camille George and Jon Stoltz
- Next Oversight Committee meeting will be Feb 10.
- Discussion (Note: Corri’s comments are in italics.)
  - Is there a framework set? Yes. **Recommending semester-long goals. Implementation Plan presented to Board of Trustees. Oversight Committee is in place to help collaborate between committees and task forces. Plan is to front-load discussions so implementation/execution will go quicker.**
  - Concerns expressed about some task forces being led by two new people. **Oversight Committee will make sure composition of task force has experienced members.**
  - How does this align with the UST re-branding efforts? **Kim Motes actually met with UST folks before starting here and she is very aligned/aware of the re-branding and the Plan.**
  - How will task forces’ work be managed? **Using Sharepoint now. Plan is to set up dashboards to manage project.**
  - Keep library in mind, especially with regards to curriculum-related issues.
  - **If there is no representation on a task force, there should still be some consultation and discussion that happens. If you have concerns about this, contact Corri.**

Approved December’s minutes.
I. Budget Update – Brad shared updated numbers. Over $4K+ remaining.

II. Constituent Outreach Activities
   A. Alumni Christmas Luncheon on Dec 5
      • Marie Aho and one guest attended. Very nice. Recommendation made to plan ahead for Dec 2015 to make sure we have more representation and can ask constituents to attend. Submitted budget included a request for money for 10 participants (mix of council and constituents).
   B. Children’s Christmas Party on Dec 6
      • Susan will pass along comment/concerns about the Grinch.
   C. Faculty/Staff Joint Event (Basketball games) on January 10, 2015
      • Great turnout. Handed out lots of buttons.
   D. New Employee Orientation. Susan will verify location. Time is usually 12:15 p.m. Prefer having two representatives each time.
      • 1/21/15 – Susan and Kate
      • 2/18/15 – Susan
      • 3/18/15 – Susie and Madonna
      • 4/15/15 – Brad and Jess
      • 5/20/15 –
   E. HR Fair on March 2 and 3, 2015 from 11:30am-1:15pm
      • Brad, Joanie, Kate, Marie and Susan will work St. Paul event on March 2. Marie will get candy.
      • Susie, Margaret and Kate will work Mpls event on March 3. Susie will get candy.
   F. Council Elections for 2015-16
      • Start nominating/recruiting at HR Fair in early March
      • Have election at end of March
      • New council members will be invited to April 9th meeting with formal transition at the May meeting (including election of officers for 2015-2016).
      • Brad will take care of Qualtrics and Matt will coordinate email communications.
   G. Spring Forum on Tuesday, April 21, 2015 from 11:30am-1pm
      • Matt contacted Peter Breuch.
      • Susie and Susan need to connect about the videoconferencing logistics
      • Full agenda to be discussed/confirmed at the February council meeting; Jess will follow up with Matt
   H. Wellness Brown Bag (Spring 2015)
      • Would like to synchronize this with the Health and Wellness Week which is also planned for April 13-17. Madonna will contact HR to confirm dates.
   I. Happy Hour Events
      • Definitely keep hosting these events. Need to set up dates at Feb meeting.
III. Susan announced that she - along with NESC and Faculty Senate reps - is scheduled to meet with Kim Motes on Feb 4 to address issues from the staff survey done in Fall 2013. Primary discussion will be about communication from University.

IV. Susan shared that she and the NESC chair had met with the councils’ HR liaison (we are under HR’s auspices) before Christmas regarding concerns that staff is not getting appropriate representation on hiring committees. HR will watch for this as future hiring committees are convened.

V. Committee Report
   - Madonna said Fringe Benefits Cmte meets next week. Revised Tuition Remission proposal is still on President Sullivan’s desk; hoping for more info at the Jan meeting. Board of Trustees will meet mid-Feb. Not sure if this will need to go to them or not.

Next meeting is scheduled for Thursday, February 5 at 10am in SCH 103 (Mpls).

Respectfully submitted,

Margaret McKibbin