Exempt Staff Council Meeting Minutes  
Thursday, February 5, 2015  
10 - 11 a.m., SCH 103 (Mpls)

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

Approved January’s minutes.

I.  Budget Update – Brad shared updated numbers. Just under $4K+ remaining.

II. Constituent Outreach Activities

A.  Spring Forum on Tuesday, April 21, 2015 from 11:30 a.m. – 1 p.m.
   - Susan invited John Bannigan to speak about the faculty/staff giving campaign and the importance of everyone’s participation.
   - Corrine Carvalho, Mark Vangsgard and Peter Breuch are also speaking.
   - Lunch starts at 11:30 a.m. Speakers start at 11:45 a.m. Plan is to end by 12:45 p.m.
   - Susie will coordinate videoconferencing logistics on each campus.
   - Plan to email a “Save the Date” notice in late February.
   - Food budget will be $7-7.50/per person.

B.  Council Elections for 2015-16
   - Brad, Katie and Marie met to discuss process/logistics. Susan gave them a timeline.
   - Brad has created a new nomination/election form in Qualtrics and plan is to send this out with the “Save the Date” Spring Forum notice in late Feb.
   - Nominations should be submitted by March 11. Elections will be March 23-April 2.
   - Brad will put an article in The Newsroom. (Template for this is in deptstore shared drive.)
   - Matt will do some computer magic to make us look good when he sends out a reminder email.

C.  Wellness Brown Bag for Spring 2015
   - Jess and Madonna brainstormed ideas and plan is to have Emily Erickson from the Dean of Students’ Office talk about how staff/faculty interact with GLBTQ students and colleagues in the workplace. Emily is available April 14-16 so need to confirm a date.
   - Jess will book the spaces on each campus. Recommended spaces are Woulfe South and TMH252 (or Thornton Aud) from noon-1 p.m.
   - Madonna confirmed dates with HR and was told they will help promote this in their Wellness Week communications.
   - Jess will put in catering orders...probably water and fruit.

D.  New Employee Orientation.  Time is usually 12:15 p.m.
   - 2/18/15 in Woulfe South – Susan and Joanie
   - 3/18/15 – Susie and Madonna
   - 4/15/15 – Brad and Jess
• 5/20/15 – Kate and?

E. HR Fair on March 2 and 3, 2015 from 11:30 a.m. - 1:30 p.m.
• March 2 in St. Paul, Woulfe Aud.
  o 11:30 a.m. - 12:15 p.m.: Joanie and Brad. Arrive early to help set up.
  o 12:15 – 1 p.m.: Matt and Susan
  o 1 p.m.: Susan will stay until end and clean up
• March 3 in Mpls, MOH201/202
  o 11:30 a.m. – 1:30 p.m.: Margaret, Susie and Kate. Arrive early to help set up and stay to clean up.
• Jess has bookmarks available to hand out. Marie and Susie will provide candy. Susan will gather other swag.

F. Happy Hour Events
• Brainstormed some locations
• Matt will check on Thursdays in March and April

III. Susan, NESC and Faculty Senate representatives met with Kim Motes on Feb 4. Susan shared some of the details of that conversation.

IV. HR Benefits will be coming to our March 5th meeting to share info about transitioning our retirements from TIAA-CREF and Fidelity to Transamerica. (This will happen April 1st. Was announced in the HR Newsletter on pg. 3.) They want our support to get news out to our constituents. Matt recommended a “fun” activity to get folks engaged and learn more about investments such as a stock market game. Perhaps run it during the summer?

V. Committee Reports
• Joanie is on the Diversity Council which has never met. Recommendation is to contact Calvin Hill and see if/when that will happen.
• Jess also reported that UTech hasn’t met, but should meet soon.

Next meeting is scheduled for Thursday, March 5 at 10:30 a.m. in ASC 202 (St. Paul).

Respectfully submitted,
Margaret McKibbin