

June 20, 2002

Staff Council Meeting Minutes

10:00-11:30 AM. In MHC155

Members present: Michael Andregg, Ruth Danielson, Laurie Dimond, Barbara Dunker, Rod Kirkwold, Kathryn Sauro, Diane Tibodeau, Karin Zeller; **Excused:** Mary Kleinberg, Nathan Rolloff; **Guest:** Loren Heeringa, Director of Human Resources joined later in the meeting.

Minutes from the May meeting approved with the following corrections: On the Budget Advisory Committee report: Michael Andregg's tenure is one more year, Rod Kirkwold's tenure is completed. Under Fringe Benefits: Dental is misspelled.

Committee Reports :

- *Affirmative Action:* No report. (Jean Gabler)
- *Budget Advisory Committee:* Did not meet this month. (Michael Andregg)
- *Charitable Giving:* Barb Dunker will serve as the new rep.
- *Elections:* (Kathryn Sauro) Karin Zeller will assist.
- *Employee Recognition:* Did not meet. Diane Tibodeau volunteered to serve as Staff Council rep.
- *Executive Vice President Council Meeting:* Did not meet this month. Dr. Judith Dwyer has invited the staff council members to future meetings (4 per year). Previously, the president of Staff Council and one other representative went to the meetings. Council members were pleased with this invitation. Topics in the past have included the roll-out of the new Banner system, the climate study, etc.
- *Fringe benefits:* Did not meet this month. A special meeting is scheduled for Tuesday, September 17 at 2:30 to discuss possible changes to the Tuition Remission plan. Michael is not able to attend because of teaching commitments but plans to send a representative in his place. (Michael Andregg)
- *Diversity Steering Committee:* The committee met June 3rd with Fr. Dease, Dr. Judith Dwyer and Dr. Nancy Zingale in attendance. A review of the draft of the Diversity Plan was discussed with the above to make sure that we were on the same path. All three were appreciative of the work done by the Committee and the direction of the Diversity Plan. The committee plans to continue to meet this summer with a smaller group meeting more often to work on the mechanics of the plan. (Laurie Dimond)
- *UCW :* Barb Dunker has volunteered to serve as the SC rep.
- *Website :* Donna Baisden will continue to maintain site.
- *New committee representation:*
- *Minneapolis Operations Group:* Kathryn Sauro will represent Staff Council. A request to bring up the new parking plan and fees for Minneapolis was put forth.
- *Work Force Transition Task Force:* See Constituents Concerns

- *Community Day:* Ruth Danielson has volunteered to serve on this committee. Nancy McGrath is in charge of the event.

Invitation to Fr. Dease and Dr. Dwyer to attend upcoming meeting. An invitation will be sent inviting them to the August meeting.

Loren Heeringa, HR, joined meeting.

Follow-up on time reporting changes: As a follow-up to the time reporting presentation at the May meeting, a discussion was held regarding hourly time reporting, overtime and flextime. Overtime is paid after 40 hours per week. Flextime is allowed if the workload permits and it is agreeable to the supervisor. This falls under the Fair Labor Act and protects employees from working overtime and not being compensated. Flextime, the ability to make up time or take time off when needed, is restricted to the same week. In other words, an employee cannot take off hours one week and make them up the next week or vice versa, the University cannot ask an employee to work a Saturday and then tell them to take off a day the next week. This is again to protect the employee.

A need was voiced for training for all managers-current and new to make sure that newly appointed chairs, new employees, etc., received training on these kind of labor issues. Lori Bonine is the HR compensation expert for non-exempt employees and is in charge of making sure the University is in compliance on overtime, flextime, etc., issues.

A question was raised as to grievance reporting. The grievance policy is in the handbook. It recommends that the first step is to go to the employee's supervisor. If that is not possible or if the employee does not receive satisfaction there are two avenues to go to: 1.) your supervisor's supervisor, or 2.) HR.

Human Resource Partnering: Loren Heeringa introduced the Council to the new program in HR that gives a point of contact to start with in HR. There are now four staff members who will be the specialist for different areas of the University (see attachment). This gives everyone a person that can get answers to all HR concerns (benefits, leaves, pay issues, etc.). The partners would like to be invited to staff/department meetings so that all are familiar with them and get an introduction to the partnering. A suggestion was also made to hold open forum meetings, especially with hourly/trade employees.

Work Force Transition Task Force: The Council had asked about the possibility of having a representative on this committee (formerly known as the Healing Committee, formed after last year's lay-offs). The group's focus has changed to be more proactive. Some of the things that have come out of the group's activities are:

- 1.) Fr. Dease has been doing 'walk-arounds' to get a better feel for the atmosphere of the staff. Dr. Dwyer has been working on improving communication.
- 2.) The committee is using business process analysis to assure that work loads are reduced when staff is reduced.
- 3.) The committee is also looking at the emotional side of change. Community Day was one tool they used. Loren Heeringa recommends "Managing Transitions" by Dr. William Bridges
- 4.) A group was formed to look at lessons learned from the UST changes last spring. The group is taking a break for the summer but will resume in the fall. Some conclusions so far:
 - More communication was needed
 - Reactions needed to be anticipated more
 - More meetings should have been held even when there was nothing happening just to keep people updated.

Constituents Concerns:

- Pay increases: How much?

Loren Heeringa responded: \$200,000 has been set aside to use for special market equity raises. The positions that will be effected by this are the ones currently determined to be the farthest from market pay. The staff pay program budget is 3½ %, when combined with the special market equity dollars, to make a total of 4% budgeted for the program. How the split will be done will be covered in the manager's training next week.

- A suggestion was made that the HR person dedicated to employee groups meet with that group in an open forum format to allow the employees an opportunity to meet them and ask questions.

The **next meeting** will be Thursday 7/18/02 from 9:00-10:30 am, location to be announced.

Staff Council Dates for the next year:

July 18, 2002	TMH354
August 15, 2002	SP
September 19, 2002	SP
October 17, 2002	Open Constituents meeting OEC305/Video to Mpls
November 21, 2002	SP
December 19, 2002	SP
January 16, 2003	Mpls
February 20, 2003	SP
March 20, 2003	Mpls
April 17, 2003	SP
May 15, 2003	SP
June 19, 2003	SP

Respectfully submitted,
Laurie Dimond
7/8/02