

March 15, 2002

Staff Council Meeting Minutes

10:00-11:30 AM. In OEC305 with a video hook-up to the Minneapolis campus in LL09 (location adjusted due to inclement weather).

Members present: Michael Andregg, Ruth Danielson, Laurie Dimond, Christine Igielski, Mary Kleinberg, Rod Kirkwold, Joyce Patton, Kathryn Sauro; **Excused:** Cheryl Adams, Brian Clifton, Karin Zeller

Minutes from the February meeting approved with the correction of the spelling of Rod Kirkwold's last name

Elections:

Approximately 18-20 nominations have been received. All nominees have been notified except one who is on vacation. Ballots are due back by the 28th of March. Laurie will get labels for the mailing.

Staff Appreciation Breakfast:

A stipend for the Just Showed Up Band was discussed to cover the costs of performing at the breakfast. Gift donation responses are coming in. 128 responses have been received thus far. The program thus far: Welcome & intro of council members by Judith Dwyer followed by the meal, conversation, and entertainment by the Just Showed Up Band. A staff appreciation video and the drawings for door prizes concludes the program. Set-up starts at 2:30 on Tuesday, April 9 in 304 MHC. Take-down immediately follows the breakfast. Brian Clifton has taken care of ordering food & plants.

Committee Reports:

Affirmative Action: We need a replacement for Earline McCauley.

Budget Advisory Committee: Did not meet this month.

Budget: Staff Council budget healthy and should be able to cover remaining costs for this year: breakfast, etc.

Elections: See above.

Employee Recognition: did not meet

Executive Vice President Council Meeting: Speaker Sam Levy new executive VP for Technology introduced the Enterprise system which will involve the areas on course management, administrative resources system, library services and web services/internet capabilities. The rollout will take up to two years, should integrate the wide variety of data bases on information, Human Resources, student, alumni, development, facilities, etc. He cautioned that there will be challenges in technology, function, timing and finances. The SCT Banner, application software and our network upgrades will involve a switch to Sun/Oracle. There was a process design steering committee which met to bring this technology to campus. Dr. Levy introduced Dr. Blustain, who spoke on the process redesign and implementation of the project.

Dr. Blustain, a consultant in education software, offered the following three points: 1) What is there at the end of the process?; 2) Pain--there will be some as we change systems and do things a

different way; 3) Change management-how to make the implementation as painless as possible, in time, energy and money.

1. What will happen. Banner software will provide an integrated data base for the entire campus, including a database for all the rooms on campus which will allow university wide read access to scheduling. There will be better reporting, functionality with best practices, degree audits, grants, alumni, organizations, improvement of work flow [enter data once in the system, or correct errors once in the system]. Quality and service will be the focus.

2. Pain with the implementation will be system imposed; it is a major project to set up; sometimes pain is self-inflicted--not being open to change. Can minimize pain with tight project management

We are adopting a "vanilla" version of the product in order to minimize problems and cost -- if we adapt to Banner's process instead of doing things the way we have always done it, in the long run it will benefit us in time and money. Vendor upgrades and modifications they will be supported by them, but if we modify the product, the university has to support it and develop it and the cost would fall to the group insisting on their own modifications. The system has been installed in many educational institutions nation wide; many problems were worked through on other systems, and we will benefit from that.

3. Change management-need to work toward seeing change in beneficial ways. Issues need to be decided include: protocols, cultural issues, reconciling data, system of record, integrity of data, accountability, trust of the data, data ownership-it's the university's-we are it's stewards! Mobilize change as an institution.

Tentative schedule for implementation: SCT-February 02 meeting with project plan process; Alumni/Development March 03; HR/Finance 03-04; student info systems Fall 04 (most complex of data). CRM=customer relation management-should fit with the culture of university environment.

This implementation will affect the entire UST community in some way or another; the end result should be worth the effort.

Fringe benefits: met 3/12/02. The University is looking at health care proposals. Three versions are currently being looked at, two of which offer lower premiums in return for higher co-pays and the other being the current version. An additional meeting is being scheduled because there has not been time to discuss other issues like things like tuition remission because of the lengthy discussions on health care. The Wellness Committee is trying to get more health benefits to keep the costs of insurance down. Dan Carey has been running the wellness program as a volunteer but it getting to be too much. In the long run, healthier employees keep insurance costs down. Currently, the wellness center is strictly for students. Suggestions for Pepsi money might be work-out equipment for the Minneapolis campus. The clock tower on the 4th floor has been looked at for that purpose. Will need 2 committee members beginning in June.

Diversity Steering Committee: Continues to work on a diversity statement for the University. Interviews with department heads are being conducted to determine what initiatives are in place.

UCW met February 7, 2002- 11:45 a.m. DebPeterson gave the announcement of the theme for 2003 Women's History Month which will be Women and Science/Math/Engineering. Updates of ongoing agenda items included:

- No report from Sara Spencer on progress of exempt staff representation.
- Physical Environment for women at UST/Celebration of Women's Art for Women's History Month-Grant proposals are being accepted from faculty, staff, students on ways to improve the environment.
- The Celebrating Women Exhibit from March 1-April 19 will be on campus, and OEC lobby area-opening reception March 2, 7:00-9:00 pm. UCW will not need to prepare a women's exhibit this year. UST preview TBA.
- Guerrilla Girls Multi-Media Presentation-Thursday, March 14, 7:00 pm. Encourage people to attend this and information book discussion groups now forming.

- Molly Ivins at St. Catherine's Forum, Women in Leadership, April 25, 2002, 11:30-1:00. Twenty tickets for faculty/staff and students available. Will advertise soon.
- Spring New Women Faculty and Staff Reception, Monday, March 11, 2002, 3:00-4:30 pm in MHCC Fireside room-planning.
 Invitations, food- Chris Igielski
 Letters to award winner, etc. - Pat Alexander
 Publicity- Bulletin invite all to SPKWLA at the spring reception; other means?
 Flowers, Plaque - Pat Alexander
 Day of Reception
 Table set up, sign ups for UCW, name tags, display-Katie McNamara
 Open meeting, UCW info: review and planning, members - Kristin Kelley
 Intro new staff at reception-by dept. supervisors-Chris Igielski
 Roger Rich - photos
 UST Sr. Pat Kowalski Women's Leadership Award- presentation Deb Petersen (Last year recipient Mandy Rios present?) Nominator present?
- NEW BUSINESS
- March UCW coordinating council meeting will be the March 11 reception.
- April meeting UCW-cc on April 4, Thursday, 11:45-1:00 in the LDCW, in OEC-planning meeting for all member UCW meeting on April 30. Try to teleconference between St Paul and Minneapolis campus. Focus? Mission of group?
- Vote for faculty winner of SPKWLA for 2002, from nominees.
- 10 nominees: Catherine Craft-Fairchild, English Dept.; Sr. Katherine Eagan, School of Education; Bernice Folz, Graduate Programs in Software; Jean Giebenhain, Psychology Dept.; Ann Johnson, Psychology Dept.; Meg Karraker, Sociology Dept.; Linda Morey; QMCS; Debra Petersen, Communication Dept.; Brenda Powell, English; Mary T. Swanson, Art History.
- Ann Johnson, was voted the winner of the SPKWLA for 2002, faculty.
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Work Life open.

Web site: Donna Baisden is updating for the Staff Council. Council members are asked to look at the web site mission statement to be discussed at a later meeting.

Constituent's Concerns:

Classroom Technology: With the new system, a professor preference form will be in place. A professor would be able to fill out the form to list such needs as need for a "smart" room, type of room (tables & chairs or arm chairs), etc. This should greatly help in assigning classrooms.

Feedback forms from last minutes: We received a number of forms and are addressing the issues named. The comments have been forwarded to Judith Dwyer (Executive Vice President of the University), Fr. Dease (President of UST) and Loren Heeringa (HR). Concerns range from job security, IRT reorganization, and moral.

The **next meeting** will be Thursday 4/18/02 from 10:00-11:30 am in MHC155

Please feel free to contact a Staff Council member if you have any questions or suggestions.

Respectfully submitted,
 Laurie Dimond
 4/17/02