

May 23, 2002
Staff Council Meeting Minutes
10:00-11:30 AM. In MHC155

Members present: Michael Andregg, Cheryl Adams, Ruth Danielson, Laurie Dimond, Barbara Dunker, Christine Igielski, Mary Kleinberg, Rod Kirkwold, Joyce Patten, Nathan Rolloff, Kathryn Sauro, Diane Thibodeau, Karin Zeller; **Excused:** Brian Clifton; **Guest:** Barbara Clausen, Payroll

Minutes from the April meeting approved with the correction missing members under attendance.

Special Presentation on changes to payroll reporting: Barbara Clausen, Payroll Manager, came to the meeting to explain changes in time reporting that had been brought up at the last meeting. A new system was installed last week. It is not a time clock system, but a time reporting system (although it can be used as a time clock). Barb gave a power point presentation that demonstrated how it works. All employees will receive training on the new process prior to implementation. The system works as follows: Employees will log-on to www.stthomas.edu/payroll and will use a special password. After getting into the system, employees will add "punches". These are a manual entering of the time started. At the end of a shift, another punch is added to log you off. The system can be set up for individuals to automatically calculate your lunch break. In essence, it is much the same as putting in the number of hours worked on your paper timesheets like we are currently doing. There are several advantages to using the new reporting system. It of course reduces paper. It also allows for supervisors to approve the timesheets electronically. They will have a secure login procedure which will allow them to look at the hours reported and approve them electronically (they have a special passcode). It is a much easier way for students to report hours without having to track down signatures. The concerns regarding the new system were: What if I forgot to punch in or out? (you can go back and fill in punches because you are not actually punching in like a time clock, but rather manually entering a start or end time) How do I report vacation time? Can I enter it ahead of my vacation? (yes – you can enter a whole week or weeks at a time if you are gone). Some areas on campus already use the system, like Athletics, where there are a large number of student workers and have been very satisfied with the ease of the system. Payroll hopes to have it all in place when the students return in the fall. Training sessions will be conducted over the summer. Electronic time reporting will not be mandatory, however, all in the department would need to agree on paper or electronic time reporting and it would need to be one way or other by department.

Committee Reports (last reports for current members)

- *Affirmative Action:* No report. (Jean Gabler-rep for 2001-2004, former staff council member)
- *Budget Advisory Committee:* Did not meet this month. (Rod Kirkwold, 1 more year, Michael Andregg, 2 more years)
- *Charitable Giving* (need 1 rep)
- *Elections:* Nothing to report. New staff council members were present at this meeting. Kathryn Sauro, Vice-President of Staff Council and 1 additional rep)
- *Employee Recognition:* Did not meet. (need 1 rep)
- *Executive Vice President Council Meeting:* Laurie Dimond and Chris Igielski attended the meeting on 4/23/02. This was a continuation of the last meeting on the roll-out of the new Enterprise Computing system. The Banner support team will be on-site 5/20. The Lindsey Center (computing services)

dedication will be 5/9. The time line for roll-out is as follows: Enterprise Leap Definition Phase 10/28-12/29/01. Implementation phases will go in the following order: Alumni-Development, HR, Finance, Student-Admissions, Financial Aid, Student Phase II and the close-out phase.

- The project update:
- The steering committee working on the project.
- Working group meets Monday 1-4
- Business Process Analysis
- Banner installed 5/20/02
- SCT consultants on-site
- Reporting committees formed
- Additional information can be found at www.sthomas.edu/enterprise.

(The president of staff council will continue to attend along with one additional council member on a rotational basis.

- *Fringe benefits:* A two-tier medical plan was approved (see last month's minutes for a description). Dental was approved as it presently exists. A special meeting is planned for September to look at tuition remission. There is a larger group of colleges that the university is considering joining which allow employees' dependents to have a larger choice in college selection. (Michael Andregg will serve 1 more year)
- *Diversity Steering Committee:* Met 4/30 and 5/9. A clarification was made as to why the climate study was good to an extent but had flawed methodology which made it far less useful. The UST Magazine which just came out was devoted extensively to the university and its commitment to diversity. Candid discussions as to the Catholic nature of the university were held. A fifth draft of the diversity goals and a third draft of the definition of diversity were distributed. The committee meets June 3 with Fr. Dease and Judith Dwyer to make sure that we are on the same page. (Laurie Dimond will continue 1 more year)
- *UCW* – Chris Igielski is rotating off and a new rep will be needed for 2 year term.
- *Website* – Send Donna Baisden new council members (see the list at end of minutes).
- *Work Life* no longer exists. Ruth Danielson took the issues that had come up at the last staff council meeting to Mary Anderley. She suggested taking the issues to HR regarding flex hours. A SIP would need to be made to request a workout room in Minneapolis.

By-Laws were distributed for the council to look at. The time of the meetings might want to be addressed as it is a time that reps from food service frequently cannot make.

Review of goals and accomplishments for staff council: Last years goals dealt with change and loss after last year's cut-backs.

Staff Council Goals for 2001-2001

1. Work on communication and healing, both an increase in quality and less secrecy about decision making. [It was suggested that we should try and have a rep on the workforce transition team.]
2. Encourage more participation in Community Day (as way to foster positives at St. Thomas).
3. Profile staff members once a month in the Aquin (or another method)-highlighting service at UST. [The Aquin is a student newspaper and thus it was determined not the best way to feature staff members. The video presented at the breakfast replaced this.]

4. Rebuild morale amongst the constituency-"Begin anew in 2002."
5. Be a good neighbor-support co-workers; assist others as you are able.

Staff Council Officer Elections for 2002-2003:

Chair: Laurie Dimond

Vice-chair: Kathryn Sauro

Secretary: Nate Rolloff

Treasurer: Karin Zeller

The **next meeting** will be Thursday 6/20/02 from 10:00-12:30 am in MHC155

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

Respectfully submitted,

Laurie Dimond

5/31/02