

## **Staff Council Meeting Minutes**

**November 21, 2002**

**9:00 – 10:30 in MHC 155**

**Members present:** Rod Kirkwold, Laurie Dimond, Karin Zeller, Michael Andregg, Ruth Danielson, Nate Roloff, Kathy Sauro, Barb Dunker, Diane Tibodeau, Mary Kleinberg

**Excused:** Brian Clifton

**Guests:** Mark Dienhardt, Loren Heeringa, Sr. Margaret Wick, John Kemper

Opening reading/reflection read.

**Minutes** from October were approved.

Mark Dienhardt was the first guest at the meeting. He discussed current issues in Development and gave us updates on a number of things including the Ever Press Forward Campaign. Mark explained that of the \$260 million (approx.) raised, roughly \$40 million goes to matters such as student financial aid and scholarships. A portion of the funds go to paying off buildings that were constructed in the past few years such as Frey Science buildings and Minneapolis campus buildings. \$111 million goes into endowment which Mark explained is UST's "bread and butter". That amount can depend on enrollment numbers and acts as a buffer as needed. Part of the funds go to a facilities endowment as well.

Mark explained that the difference in a gift versus a pledge is that with a gift the money is invested right away by the donor. A pledge on the other hand, is paid over a period of time such as 5 years for example. The campaigns are done to "keep up" rather than "get ahead" with finances. Mark anticipates a possible goal for the next campaign to be \$5-600 million.

One of the biggest challenges Development faces is that people think UST is already "rich". UST turns out more graduates than any other private MN college but has a low percentage of Alumni that donate. Mark feels that we may have not explained well enough that even small donations help and that we have not thanked people enough. Perhaps studying students "experiences" while they are here would show why they don't donate or what can be done to improve donations.

There are approximately 97 different fundraising events to go this year after the campaign. Pepsi money on campus is not part of the fundraising. Target's donation was a Non-Profit "gift". Development is also working on cleaning up their database that has 68,000 alumni for but not all addresses are accurate.

Loren Heeringa attended the meeting and indicated he has received a lot of feedback regarding the job descriptions, etc. The revision process is one of high involvement, getting people involved with H.R. to come up with a model of the matrices of the various levels of different jobs. H.R. is getting input and additional help from others within the organization.

Loren also mentioned that the Workforce Transitions Committee is meeting on November 21, and he invited Laurie Dimond to attend. The Workforce Transitions group is planning to discuss the role they can play on campus.

Sr. Margaret Wick and John Kemper attended the meeting to talk about the survey sent out recently to all staff. Every ten years, the university goes through an accreditation process. A group comes on campus to look at all aspects of the university's operation. In preparation for

that visit, the university conducts a self-study of every aspect of the institution (such as its mission, human and financial resources, its planning process, to name a few). The self-study is a way for the institution to find out if it is living up to what it says it does.

The survey was sent out to approx. 995 staff members (non-faculty group) who were asked to complete the survey. Sr. Margaret and John want to encourage everyone to complete (on university time) what you can on the document and then send it in. Results will be used by President's Staff and EVP Council to look at perceptions that come out of survey results. Try to mail by November 27, but if you complete a few days later, go ahead and send it in. There also is an area on the survey to include any comments.

Committee agreed that it would be helpful to have a reminder go out from Staff Council stressing the importance of everyone providing input and encouraging staff to participate. Laurie Dimond drafted the memo, and Barb Dunker e-mailed it to all non-exempt staff.

Sr. Margaret and John explained that the survey will be used, for the most part, to see how staff members view the functioning of the university. The differences between this survey and the climate study done in the past are that this survey is designed to evaluate how staff feel decisions are made and evaluate how well, from where the staff member sits, they think the institution is run. There are not questions pertaining to how staff feel, their comfort level in the campus climate, etc.

Complete information on the NCA self-study, including a prologue that outlines events that have shaped the university since 1993, is available on the UST web site (under "Ongoing Initiatives").

The issue of changing the meeting times was brought up. The 9:00 AM start time hasn't seemed to work for several committee members, and Laurie has sent an e-mail to members asking for suggestions. We also talked about having another open constituents meeting in January, and the decision was made to schedule another open meeting, this time with Loren in attendance.

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

## Council Members

Michael Andregg	Administrative	2-5925	MCG101
Brian Clifton	Food Service	2-6060	MHC257
Ruth Danielson	Academic	2-5982	OSH220
Laurie Dimond	Academic	2-5300	JRC153
Barbara Dunker	Administrative	2-6920	AQU121
Rod Kirkwold	Physical Plant/Sec	2-6542	PHP111
Mary Kleinberg	Auxiliary Services	2-6851	TMH105
Nathan Rolloff	Administrative	2-6506	AQU217
Kathryn Sauro	Minneapolis	2-4380	TMH337
Diane Tibodeau	Academic	2-6321	5016
Karin Zeller	Minneapolis	2-4207	TMH331

Staff Council Mailbox: #4387  
Staff Council website: <http://www.stthomas.edu/staffcouncil>  
Email: "UST Staff Council"

Respectfully submitted,  
Nate Rolloff/Barb Dunker

Have a comment or concern?? Use this form and mail to Staff Council at mailbox 4387 or direct comments to [www.stthomas.edu/staffcouncil](http://www.stthomas.edu/staffcouncil). We want to make sure we are addressing your concerns. We are always glad to hear from you.