

**October 15, 2002**

**Staff Council Meeting Minutes**

**11:45 – 1:00 in OEC 305 and TMH LL09**

Approximately 50 attended in St. Paul and approximately 12 in Minneapolis

Laurie Dimond opened and introduced the Staff Council.

It was emphasized that constituents should bring their concerns to Staff Council members at any time.

Discussion was opened:

Banner (Student module) was the first concern addressed. Questions included:

How it will affect employees when it rolls out?

What time implications will there be on employees?

Timing issues (other events or “busy times” for depts. may play a role.

Extra hours worked should be recognized (realizing there will be extra hours and they will need to be paid).

All of the information is online at: <http://www.stthomas.edu/enterprise>

Flex time as well as Comp time vs. Overtime was addressed. UST pays OT rather than Comp time. Some supervisors say they can't do it in their department. Some people feel they are locked into their current schedule and that there are no extended hours.

Outlook Distribution Lists – they are updated nightly from HRS. They can be difficult to maintain. Depts should let HR know of corrections. This will also be addressed during the upcoming Printed Directory.

Building/Working conditions – People should be comfortable where they are working and some are not. Some areas/depts.get what they request while others do not. It was recognized that there is a shortage of help (labor) which contributes to the dilemma.

Compensation/Pay Grades – There was concern over how positions were converted, how many “pay grades” are there, and how was the “market value” reached. Also, if in the future it is determined that someone has been “underpaid”, will there be retro pay? Will benefits be retro? Will retirement funds be retro?

Persons were refused info on what the pay grades are, salary, and job titles. Communication of compensation needs improvement. Bulletin Today is good but their needs to be other forms of communication. Loren Heeringa and Judith Dwyer met with Staff Council recently to discuss some of these issues.

There was also a difference in how faculty received raises vs. staff receiving raises. Who decides the percentages? What is the difference in the two pools of money? What is the difference in a merit pay vs. a pay adjustment? Who gets the top range of the pay grades? (above the 90%) Can the pay grade definition be on a website?

Career Development for staff was addressed. There are limited development opportunities, more for faculty. What is the possibility of more opportunities?

Tuition Remission – There may be a larger group of schools that we can buy into. UST is now larger than most schools in our category. Wayne Vernon in Office of Student Financial Services has a listing of

all the schools and can be contacted for a copy. Different schools have different policies, some require 100% Tuition Remission in return, for some it is dependant on the number of students that school is sending to other schools. Tuition Remission usually does not include books, room and board, etc.

For those employees that do not have kids, is there a possibility they could send another designated person instead? It is not as much of a benefit if they don't have kids or if their supervisor will not allow them to flex time for class.

There was some discussion over the loss of the Opening Ceremony picnic being cancelled and what could be done to restore it. There is a task force being created by Dr. Dwyer. Please contact her office if interested in being on the task force.

Staff Council is invited to EVP cabinet meetings and issues are listed in the Staff Council committee reports (on the minutes).

There was also question of when the Online Timeclock (Stromberg) would be implemented. If an employee makes a mistake, they cannot correct it. The employee needs to have their supervisor correct any mistakes made. There is also concern about what to do if a supervisor is on vacation (who approves then?).

The question was raised about HR Partners. Many people don't know who their Partner is. Some feel they have not received attention from their Partner or have not gotten answers to posed questions.

The **next meeting** will be November 21st, from 9 – 10:30 am in MHC 155.

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

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.