

Staff Council Meeting Minutes

April 17, 2003

1:30 – 3:00 pm in MHC 155

Members present: Laurie Dimond, Rod Kirkwood, Michael Andregg, Denise Richie, Mary Kleinberg, Ruth Danielson, Nate Rolloff, Barb Dunker

Absent: Kathy Sauro, Diane Tibodeau, Karin Zeller

Guests: John Kemper, Loren Heeringa

Minutes from March were approved

John Kemper discussed the results of the Self Study with us and will try to make the full report available to us. He stated that only about 38% of the UST community participated in the survey. We then discussed the various chapters of the survey:

Mission: Michael commented that we (UST) have a complex mission statement. The current mission statement is posted a few places around campus, i.e. outside the President's office. Some commented that it is too long and it should be shorter and more concise. We then discussed differences between a mission statement and a vision statement. This also led to discussion that there is a difference in the mission and goals of the "new" St. Thomas vs. the "old" St. Thomas.

Resources: There was a short discussion held here. There were comments that many staff have already taken other reductions in other ways. This has led many staff to become frayed so further reductions could be detrimental.

There was a question of non-exempt staff being on the self-study committee and John stated that there were non-exempt members. The Employee Handbook was also discussed. Many people would like revised copies and that it should also be on the internet. There was also discussion of the Faculty Handbook and a need for an Adjunct Faculty handbook. The last item discussed in this area was regarding facilities and how many classes are scheduled but do not yet have room assignments.

Assessment: There was not much discussion here other than we feel UST is trying to improve. At Staff Council we have had guests such as Loren Heeringa, Sr. Margaret Wick, and many others to help with assessment.

Planning: UST is doing a fair amount of planning now but in many aspects more of it should have started some time ago. It was also discussed how it must be quite the challenge to administer all the budgets and still keep everything running.

Integrity: Does the university perform in the way it "claims" to? Issues about student housing were discussed at this time also such as if students know there is a chance they may not have a room when they first arrive on campus.

Elections – there were some volunteers, one self-volunteered and one was nominated. We are checking with the nominated person. We are also looking at the category breakdown and will be discussing if it is appropriate or needed at all. People are needed who really want to be on the committee and will commit the time.

May 15 will be the final meeting of this year. Loren Heeringa will be at the May meeting to discuss salary issues.

Breakfast Topics:

170 Yes responses and 30 No. Approx. 1/3 never responded. There is a typed list of the respondee's.

Judith Dwyer will be attending the breakfast as well as Fr. Dease and Loren Heeringa.

Council members will meet at 1 pm on Tuesday in MHC 304 to set up the room.

Mary stated there are lots of good prizes coming in and she is making a list as they arrive as well as sending "thank you" cards. We will be drawing names 3 times throughout the breakfast. Denise has 2 donation jars for money and one for food items. Food is ordered for the breakfast along with linens and pastel napkins. Ruth has taken care of the cards. Rod will have the weights for the balloons. Barb has pins and bags. We will get a card with a pin on it. We will need to get a list of band members that show up.

Loren Heeringa addressed a few issues:

He stated that HR held an HR Fair a couple weeks ago for the 2nd and 3rd shift employees. It was well attended and including all the Fairs, over 400 people were in attendance.

He talked about HIPAA (Health Insurance Portability and Accountability Act) compliance that the University must now agree to and how it will affect employees that want to disclose certain information.

The September Pay Program training will start soon for Dean's and Director's and there will also be some information going out to staff in the near future.

Moving the Staff Breakfast to Tommie Week was discussed.

Issues regarding Web Time-Entry were also talked about.

-Meeting was adjourned.

The **next meeting** will be Thursday, May 15 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
Denise Richie	Food Service	2-6069	5049
Ruth Danielson	Academic	2-5982	5003
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>

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. We want to make sure we are addressing your concerns. We are always glad to hear from you.