

## **Staff Council Meeting Minutes February 20, 2003**

**Members Present:** Laurie Dimond, Rod Kirkwood, Michael Andregg, Denise Richie, Mary Kleinberg, Kathy Sauro, Ruth Danielson, Diane Tibodeau, Karin Zeller

**Absent:** Nate Rolloff, Barb Dunker

**Guest:** Loren Heeringa – Associate Vice President HR

Opening reflection was given, followed by the introduction of Denise Richie from the card office, who will represent Food Services on the Staff Council.

Staff Appreciation Breakfast will be held on the 23<sup>rd</sup> of April. Discussion ensued in regard to invitations, menu, decorations, door prizes and entertainment for the breakfast. Various areas of responsibility were discussed and divided among the members.

As a cost saving measure, it was suggested that the staff council minutes be sent out to constituents via e-mail, except staff who do not have access to computers i.e.: custodians, food service staff and safety and security staff.

Loren Heeringa, Associate Vice President of HR was introduced and given the floor. Staff Council expressed concern over closing of the School for Continuing Studies and the staff who work there. Mr. Heeringa explained that there is a 3 million dollar operating gap to close. Despite departments conserving budget expenditures, revenues are down substantially, especially in the graduate business school, graduate programs in software and the Management Center at Gainey. All have been affected by the economy and 9/11. Companies are cutting back for now. The University is looking at the operating budget and ways to save so as not to affect staff.

Academic Affairs currently has the largest operating budget. The University is also looking ahead to next year and trying to close the 7 million dollar operating gap that exists for FY03/04. Finance did a benchmark study as to how our efficiency compares to that of other universities. UST did well in the study. This year, UST saved and rolled 3 million forward to next year's deficit, so there will only be a 4 million shortfall to worry about. Due to declining program in the

School of Continuing Studies, services were restructured to become more efficient. The program ends 30 June. The University gave advance notice to the staff from Continuing Studies for preparation, and they are welcome to look at other openings within the University.

Bridge for Success is another program that is outside our core, and perhaps another organization will pick up the program.

A transition team has been formed to look at layoffs and make sure that service is not lost. With restructuring, jobs have gone away; there will always be continued realignment changes.

Staff council asked if there was a staff member on the transition team.

Michael Andregg commented that with the harsh economic environment and increase in tuition, that anxiety is up among staff and students.

Mr. Heeringa next turned to one of the new strategic initiatives - that of staff initiative. He asked the staff council about what some of their priorities were with respect to staff. Responses:

Development and continued training

Equality of pay

Pro-rated parking passes

Room to advance and how to get there

Job matrix – make it public

Community Building

Tenure, security

### **Constituent Correspondence:**

A constituent asked about the possibility of sabbaticals for staff. Question will be forwarded to HR.

### **Adjournment.**