

**Staff Council  
University of St. Thomas  
Meeting Minutes  
November 19, 2003 -- 1:30 - 3:00 PM**

Members present: Chris Cognetta, Laurie Dimond, Barb Dunker, Rod Kirkwold, Andy Leet, Joanne Rhoades, Kathy Sauro, Erin Thigpen, Diane Tibodeau

Members absent: Meg Krekeler, Nate Rolloff

Guests: Mr. Loren Heeringa

Andy Leet began the meeting with a prayer. Diane Tibodeau will provide the reflection at the December meeting.

Some follow-up discussion took place regarding questions raised at the recent open constituent's meeting. The question of the university's right to inspect an employee's personal property (privacy question) that was brought forward by a staff member was discussed. Laurie Dimond has followed up with the staff member, and the staff member is satisfied with the explanation provided. The statement/policy in question was actually a proposal, but it has now been printed in the *Bulletin* and can be found in the "Employee Policies" section of the H.R. web site ([www.hr.stthomas.edu/handbookandpolicies/policies](http://www.hr.stthomas.edu/handbookandpolicies/policies)). This policy, according to Loren Heeringa, does apply to all employees. This policy, with regard to the student community, is being revisited right now.

Rod Kirkwold raised a question, brought to him by a staff member, of whether there has been any discussion about modifying the vacation policy according to length of service? For example, for staff members who have reached the 20-year bar, would their paid leave increase? Mr. Heeringa commented that UST has a very liberal vacation policy, and he doesn't see this as an issue that there would be interest in modifying at this point.

Another question was raised about the holiday schedule (around Christmas and New Year's 2003) and whether there was any discussion of non-essential units closing over the holiday week. Mr. Heeringa said that this issue is raised every year, and the decision rests with each unit. The paid holidays during this time period are December 24 and 25 and January 1 and 2.

Mr. Heeringa had two issues to bring to the Staff Council. The first is that Father Dease will announce, in the next day or so, that Nancy Zingale has been appointed the EEO/Affirmative Action Officer of the university. This position was formerly held by Dr. Dwyer and, as the EEO, Dr. Zingale will be responsible for overseeing UST's EEO and Affirmative Action efforts. In addition, Dr. Zingale will chair the Affirmative Action Committee. (Dr. Zingale will maintain all her current duties as executive assistant to President Dease.)

The second item is that the first phase of the job matrices will be rolled out in mid-December. Mr. Heeringa explained that the matrices are to be used as a tool to help chart the progression of jobs in a job family. He involved staff and others in formulating the matrices. The job matrices help staff define career opportunities and the career path staff can follow, the standards required at the various levels, help make job evaluations and also provide help when new employees are being recruited. Training has been done with H.R. staff. The development of the matrices is an on-going process, and matrices will continue to be rolled out over the next couple of years

Some other issues that were raised at the open constituents meeting were the telephone directory updates and new-hire announcements. Mark Dienhart has asked Sam Levy to investigate the issue of the calling trees and the individual units identified in Outlook and also talked with Doug Hennes and Mr. Heeringa about a periodic column in the Bulletin announcing all new hires. The Staff Council will follow-up on these issues and report outcomes as they occur. The issues of concern to the staff running the switchboard will also be looked at.

Ms. Dimond would like to have a number of items addressed by Mr. Heeringa at a future meeting. Some of those items are the need for meaningful training programs for faculty who are named department chair; the question of merit pay and how the decision is made to give an employee merit pay over another employee (how far up the supervisory level is the decision made); and a plan of action if the need would arise to fill in for a staff member in an emergency or during vacation, etc. In addition, the group discussed market pay and the pay grades/ranges. There seems to be interest by staff in knowing not only the range, but how many staff are in the range, how many of those staff are above mid-level, etc. (average vs. median).

Ms. Dimond reported that she talked with Jerry Anderley and got the OK to have a bulletin board hung in JRC. There had been a ban on open bulletin boards being hung in certain locations, and the Staff Council feels the need to encourage more posting of events, in high-traffic areas, that are being held on campus.

The question was raised about new hires (non-exempt staff) and whether they receive any information (possibly during their orientation session) regarding the existence of the Staff Council. Barb Dunker had drafted a "welcome" card, and she will circulate that among Staff Council members for final revisions and then work with H.R. to receive notification of new hires so we can send the card.

Ms. Dimond reported that Kathy Sauro, because her job has been reclassified, is no longer eligible to serve on the Staff Council. The November meeting will be Kathy's last meeting. Ms. Sauro served on the Minneapolis Operations and Elections committees. Diane Tibodeau has agreed to work on the elections committee, and Laurie will ask Meg Krekeler if she'd be able to attend the Minneapolis Operations meetings. Another staff member from the Minneapolis campus community needs to be added to the membership, and Chris Cognetta will make inquiries of several staff in Minneapolis regarding interest in joining Staff Council.

Jacob Cunningham will be a guest at the December meeting to talk about the VISION program and also other volunteer opportunities available.

Ms. Dimond asked the group how we felt we were progressing on the goals established at the beginning of the year. Becoming more involved in the "Healthy U" program should be a priority; the drive to gather donations of hygiene products for the Family Service Center in Maplewood was successful and Ms. Tibodeau raised the possibility of doing a university-wide program during the holiday season. All-in-all, the group felt we were on track with the goals established.

The topic of the April 2004 Staff Appreciation Breakfast was tabled until the December meeting, as well as the committee reports.

Committee reports --

- Affirmative Action --
- Budget Advisory --
- Charitable Giving --
- Child Development Center --
- Diversity --
- Employee Recognition --
- Fringe Benefits --
- University Committee on Women --

The meeting adjourned at 3:10 pm.

**Next Meeting: December 17, 2003**  
**St. Paul Campus -- AQU 210**  
**1:30 - 3:00 p.m.**

**Council Members**

Chris Cognetta	Food Service	2-4140	TMH235
Laurie Dimond	Academic	2-5300	JRC153
Barbara Dunker	Administrative	2-6920	AQU121
Rod Kirkwold	Physical Plant/Sec	2-6542	PHP111
Meg Krekeler	Minneapolis	2-4272	TMH331
Andrew Leet	Academic	2-5600	JRC333
Joanne Rhoades	Administrative	2-4342	TMH105
Nathan Rolloff	Administrative	2-6506	AQU217
Randy Scott	Minneapolis	2-4100	MOH203
Erin Thigpen	Administrative	2-6508	AQU221
Diane Tibodeau	Academic	2-6321	5016