

## **Staff Council Meeting Minutes**

**October 15, 2003**

**1:30 – 3:00 pm in TMH 301**

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

**Guests:** Gene Scapanski

Kathy opened with **Reflection**.

Laurie then had some opening comments as Gene Scapanski took the floor. Gene is the VP for the Office For Mission. He started by discussing a little bit about the NCA self-study and that people want to get a clear idea of our "mission". Gene also talked about how we (UST) will need to review our "core" values. Some examples of those values would be "Catholic", "Urban", and "Liberal Arts". We need to look at the long range plan as well as the short term.

Gene is forming a committee of 5 faculty, 2 exempt staff, 2 non-exempt staff, 2 students (1 grad and 1 undergrad), 1 alumnus, and 1 board of trustees member to work on the new mission statement. It was last revised in the 1990's before much of the reorganization that has taken place in the last few years. They will also be conducting a survey to see what some of the "tension points" of the University are.

Hopes are that discussion will take place in each of the units and that they will come up with specific questions for their area. In Feb. or March Gene would like to get feedback on the surveys and then draft the new Mission statement. To reinforce the new Mission process, Gene hopes to bring in a couple of speakers to help stimulate the communities thinking about mission. Another happening is having research done on John Ireland and find out exactly why he founded UST.

The goal would be to have a second draft completed by May 31<sup>st</sup> and next fall start presenting it to groups such as Staff Council. Furthermore, Gene would like representatives from Staff Council on the committee he is currently forming. He has determined that they would meet 2-3 times per month but may not meet much throughout the summer.

There were some question from the Council and some further discussion held. Gene mentioned how Catholic requires "diversity" and discussed "Who do we want to come to UST?" He also asked how we can make people comfortable here who are not Catholic and further talked about some of the different challenges we have being in a Metro setting.

The Council then discussed the previously tabled item of adding an at-large position. It was added that the position would be a non-voting position which the council felt would not be an issue as there are minimal times when voting occurs. The council then voted on this amendment and it passed.

Meeting minutes from both August and September were then approved. They will be posted on the website and featured in the Bulletin Today.

The Bulletin Today will have an article regarding the Open Constituents meeting as well as a link to the Staff Council web site and minutes. Chris will be posting information by time clocks in Mpls and Rod will post on the St. Paul campus. Nate will get information posted on the campus TV's on both campuses. It was decided to have chili, corn bread muffins, and assorted beverages. Chris will order the food.

Other items discussed were the Charitable Giving Campaign and the NCA visit coming up. It was also mentioned that the Employee Handbook will be online sometime in the future. There had been a question on Parental Leave and the person was directed to the Handbook. The Job Matrices will also be going online within the next few months.

Laurie talked to Jacob Cunningham in Campus Ministry regarding Staff VISION trips and other voluntary service projects that the Council could become involved in. Hopefully Jacob will be able to come talk to the Council in one of the upcoming meetings.

The last item discussed was on if people are supposed to be using PLT if they are sent home by the department when they have less than 40 hours in and there is no work to do. Should people have the choice of unpaid leave or be forced to use PLT? This also brought up discussion of merit pay and whether merits are noted in a person's employee file even if the merit is never paid out (monetarily).

### **Committee Reports**

-*Affirmative Action*: No report.

-*Budget Advisory*: Have not met.

-*Charitable Giving*: No report.

- *Community Taskforce*: No report.

-*Diversity, Steering*: They held their first meeting which consisted of introductions and basic info.

-*Elections*: . They will be coming again in the near future.

-*Employee Recognition*: They will be held March 12 at 9 am for the 2003 Anniversaries.

-*Executive VP Council Meeting*: No report.

-*Fringe Benefits*: They went over the package of Health/Dental coverage in the last meeting.

-*Healthy U*: There will be a meeting Monday, Oct. 20<sup>th</sup>.

-*Minneapolis Operations*: There has been reorganization in the College of Business. People and departments have been moving now that there are new buildings and there is also further discussion of more buildings being constructed. On October 30<sup>th</sup> there is an Open House at the Law School.

-UCW: No Report.

-Website: Up to date.

-Workforce Transition Task Force: No Report.

The Staff Appreciation breakfast will be on April 21<sup>st</sup>. Barb is going to check if the room is booked (MHC 304).

-Meeting was adjourned.

The **next meeting** will be **Wednesday, November 19 in AQU 210.**

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

### 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
Joanne Rhoades	Aux. Services	2-4342	TMH105
Nathan Rolloff	Administrative	2-6506	AQU217
Erin Thigpen	Administrative	2-6508	AQU221
Diane Tibodeau	Academic	2-6321	5016
Andy Leet	Academic	2-5600	JRC333

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](http://www.stthomas.edu/staffcouncil). We want to make sure we are addressing your concerns. We are always glad to hear from you.