

Staff Council Meeting Minutes

December 8, 2004

12:00pm-1:15pm, Christmas Thank You Lunch, TMH 203a/b

1:30pm-3:00pm, meeting ,TMH 252

Members present: Michael Andregg, Linda Lee Borovansky, Laurie Dimond (chair), Carol Hagen, Lisa Keiser, Travis Putrah, Joann Rhoades, Nate Rolloff, Kimm Thiboldeaux, Pat Reinhardt (recorder).

Absent: Chris Cognetta, Erin Thigpen

Guests: Edna Comedy and Julie Schwalbach, Human Resources

1. Carol opened with a **Reflection**.

Pat will have Reflection at the January meeting.

2. Edna asked for feedback from the Staff Council regarding ways to improve the performance appraisal process. HR is looking to replace the IODP so Edna wanted to know what we wish we had or want to have at UST when it comes to a review process. Some of the Council's feedback is as follows:

- The attitude of most employees is that the review process does not matter because there is no or minimal (monetary) outcome so what difference does it make what performance appraisal process is used; the less time that has to go into the process, the better. There needs to be clearly defined outcomes and expectations from whatever appraisal process is used, whether it be monetary or not.
- There should be more than one meeting a year as part of the process; accomplishments in the beginning of the year are often forgotten, unless written down and the impact of earlier accomplishment are usually down-played at the ear-end review.
- There should be some kind of statistics and numbers to determine performance standards; this would avoid the subjective side of a performance appraisal.
- There should be clear cut goals and objectives; specific outline of what it takes to get a "5" or a "9".
- There needs to be consistency across the board so that employees are being reviewed the same.
- There should be a different performance appraisal for different levels of positions, because each level has its unique responsibilities and requirements.

A question was asked of Edna regarding performance appraisals for faculty. Edna's reply was that faculty will have a parallel process through faculty Development.

3. Julie Schwalbach – Staff Initiatives

The UST Leadership Academy will be offering professional development series for staff and managers. They will also have a technical series that will provide refresher training and introduction of new computer features for Word, Excel, Access as well as for the Web. The goal of the Academy is to make leaders of everyone by providing a variety of course offerings for both exempt and non-exempt employees.

The Academy is a "work in progress" in its pilot stage. The intention is for each course to be a one day, 2 1/2 – 3 hour session. Courses will switch back and forth between St. Paul and Minneapolis campuses. Attendance will be on a voluntary basis and course offerings will be at different levels so as to provide leadership skills for those who have had some training and for those that have not. Trainers will be a mix of internal and external personnel. The courses will be reworked, if need be, from evaluations and feedback. After the first of the year, an online catalog will be available as well as several hard copies; the catalog will outline the course offerings and the schedule of the offerings.

The staff development series is called Staff Initiatives. Julie handed out a sheet with a list of proposed topics for the Support Series for staff:

- Outstanding Customer Service Skills
- Effective Management of Paper and Electronic Files
- Effective Oral and Written Communication Skills
- Developing Professional Writing Skills
- Hiring, Managing and Motivating Student Employees
- Budget and Business Management at UST
- Communicating Upward
- Outlook – Beyond the Basics

Julie asked for feedback from the Staff Council on these topics. After some discussion, it was agreed that the proposed topics were appropriate and applicable to staff needs. Julie asked that we email her if there are suggestions for additional topics. The Staff Council urged HR to well publicize Staff Initiatives; suggestions for ways to communicate to all employees are email, Bulletin Today, HR Messenger and Lyris (Express account).

4. Proposed Letter to Administration

This agenda item was moved to the end of the agenda. There was no time to address this topic so it will moved to the January meeting agenda,

5. Food Service Offerings

An inquiry was sent to the Staff Council web site asking that we look into food offerings through Food Service; specifically, more and healthier choices. Kimm advised that Food Service is currently working on this issue. They are considering healthier options, possibly offering sushi in the Grill; they are also working on providing nutritional values for the food offerings on their web site. The Staff Council suggested that Food Service publicize their food choices, along with nutritional value, in more than the Bulletin Today. Michael advised the Council that a student, Samantha Brown, is working on starting a Nutrition Club.

6. Elections

Laurie put this on the agenda even though ballots will not be sent out until the end of January because she wants those whose term is ending and are eligible to run for a second term, to take time to think about their decision. She asked if there were any corrections to the member list; there were none. There are five council members whose term ends this year – Chris, Laurie, Kimm, Joanne, Erin. Laurie is the only member that is in her second tem therefore will not be able to run again.

7. Staff Appreciation Breakfast – April 6, 2005

Council members volunteered as follows:

Food Chris and Kimm

Door Prizes no volunteers

Michael will contact Rod, who worked on door prizes last year, to find out what this task entails; Joanne will contact Mary, who also worked on the door prizes last year, to see if she has the book of vendors that have been contacted in the past.

Room Nate will confirm with Facilities that MHCC 304 has been reserved to day of, and the day before the breakfast (April 5th and 6th).

8. Committee Reports:

- a. **Affirmative Action:** Carol reported that they have a meeting on Friday.
- b. **Budget Advisory:** Michael reported that the University is currently \$4 million in the hole, and how the BA committee is addressing this.
- c. **Charitable Giving:** no report
- d. **Diversity Steering Committee:** no report from Pat
- e. **Elections:** Linda Lee and Travis asked that we keep our eyes and ears open for good people to recruit.
- f. **Fringe Benefits:** Joanne & Lisa reported that there will be a brown bag lunch tomorrow in Minneapolis and another one will be in St. Paul sometime next week.
- g. **Minneapolis Operations:** Joanne & Travis reported that this committee was meeting at the same time as the Staff Council meeting so there was no report at this time.
- h. **UCW:** Pat advised that the staff person that had contacted the Staff Council looking for ways to get involved at UST has joined this committee; Pat may join the Affirmative Action committee as a UCW representative.
- i. **Web Page:** No report from Nte.
- j. **Treasurer's Report:** no report
- k. **Healthy U:** Lisa & Nate reported that cold & flu packets are now available. Future activities are a Healthy U sampler in January and STEPS challenge in the spring; they are looking for more ideas. Healthy U is also developing an approved list of grocers.
- l. **Mission:** no report; the final draft of the Mission has been approved.
- m. **HRAC:** There was no time for Laurie's report.

Meeting adjourned at 3:00PM.