

## **Staff Council Meeting Minutes**

**November 10, 2004**

**1:30 – 3:00 pm in AQU 210**

**Members present:** Laurie Dimond, Nate Rolloff, Joanne Rhoades, Carol Hagen, Kimm Thiboldeaux, Lisa Keiser, Linda Lee Borovansky, Erin Thigpen, Michael Andregg , Pat Reinhardt, Travis Putrah

**Absent:** Chris Cognetta

**Guests:** Mary Anderley

Lisa opened with **Reflection**.

Welcome and introductions were given to our newest members, Travis and Kimm.

Carol is currently on the Affirmative Action Committee and announced that she may have a scheduling conflict with their meetings. The final meeting time is still to be determined and that will determine if she can attend or not.

Committee representatives were reviewed in order to include new members and also to replace members that have left the committee. See below.

Current Staff Council member terms were reviewed and approved. This was done to clarify who was representing each area and what their term is. Nate will update the web and put terms on the web. At the next meeting we will discuss representation categories and see if the current categories are best fitting for representation since the University structure has changed quite a bit the past few years. Some of the issues raised were that much of the Physical Plant is covered under union contracts and that for many areas such as Food Service, Physical Plant and others it is difficult to get away from job responsibilities to attend the meetings.

Feedback from the Open Constituents meeting was brought forward. There did not seem to be as diverse a group of questions this year. It was noted that there wasn't representation from Physical Plant possibly due to work schedules. St. Paul had pretty good turn out (no definite number), as did Mpls with about 15 people attending. The chili seemed to be well liked. One point brought up was to make sure people with questions identified themselves as well as making sure they spoke into the microphone so both campuses could hear them.

Mary Anderley further explained the policy on PLT as there were questions regarding that. It seems the only case where having vacation and sick time combined (PLT) would not be beneficial is if a person goes on Short Term Disability (STD) multiple times within a year. When vacation and sick time were combined, enough days were added to PLT to cover what was previously under the sick time (5 days). If a person goes out due to an illness, after 5 days STD kicks in thus the most PLT a person would use is 5 days. So whether you use 5 days from sick time or use 5 days from PLT, the most you will use in this situation is still 5 days. If a person is not sick during the year at all, then they have extra PLT to use as they choose. So, in the majority of cases it is beneficial to have vacation and sick time combined.

The Staff Council mailbox also contained a submission of additional information with the following excerpt:

I noticed that one of the concerns at the open meeting on Oct 14 was the PLT combined vacation and sick time. I was on the staff council and served on the committee that recommended and brought about the change of the combining the two. The change occurred approx. 7 or 8 years ago. It was done to give people more flexibility in using time off. People were not sure if the employee could only be sick to use sick time -- or could a person use sick time to stay home with a sick child or did they have to use vacation time. What about taking an elderly parent to the doctor or taking care when they were sick? Could an employee use sick time for that or did they have to use vacation time? Should there be a cap on sick time hours in a year -- if you don't use it you lose it. By combining sick leave and vacation time it gave the individual more control over how they could use the time. We did consider that some employees may not use the time wisely, but decided that would be the employee's responsibility. We did an extensive study/survey of leave time at other institutions as we were researching our options.

Exempt staff do not currently track sick time. The policy is that the job responsibilities need to get done and if they are not getting done, then that is a performance issue.

The question was also raised as to when the salary ranges would be posted on the web. Mary is going to check within HR as to what information needs to be addressed yet before they can be posted and inform the Council.

Tuition Remission was raised and Joanne talked briefly about it. Partially due to budget, the issue is currently tabled by the Fringe Benefits Advisory Committee but they hope to look at it again.

There was a questionnaire form left at the Open Constituents meeting asking why there can't be discounted passes for part-time employees. Travis is going to see what information he can find out.

The issue of Banner training not being well documented was discussed. The issue is that if you only do certain processes once or twice a year, you may not remember how to do them. Instead of having to go to a full training session again, it would be helpful if instructions were clearly posted. The Staff Council mailbox also contained a submission of additional information from Phyllis Meath in Purchasing Services with the following excerpt:

I would like to respond to question #12 and the Banner Training. [Someone] mentioned that she had gone to training two times and still did not understand it. She was asking if there were printed instructions or was there anywhere on line where she could get more help. If she went two times she should have two sets of step-by-step instructions on the financial part of Banner. Part of the training was also showing the class all the places they could go for more information. Both the controller's office and purchasing services tell the class to give us a call with questions. If a call is placed with IRT they forward a helpline to the controllers office or to purchasing services and we call them back to walk them through what ever process they need help with.

A question of whether staff would be offered a "buyout" similar to what faculty recently received would be offered. Mary Anderley responded that currently they are not but that is being reviewed.

The Welcome Cards that Linda Lee made were reviewed again and it was decided that we should print 100 of them and begin sending them to new non-exempt staff members.

Towards the end of the meeting there were a few issues thrown out yet. Can foods at Scooter's and the Grill vary more? What would it take to accomplish that? Also, can the IODP process be reviewed? The answer was that the HR Advisory Committee is currently evaluating it. Julie Schwalbach will present at the next meeting concerning Staff Development so come with thoughts and questions.

## **Committee Reports**

*-Affirmative Action:* (Carol H.) Working on scheduling meetings

*-Budget Advisory:* (Erin T./Michael A.) Michael gave a budget update by sharing handouts from the past Budget Advisory meeting and explaining them. He explained that it can be difficult to see the big picture when presented with a lot of numbers that may not make sense to everyone. He highlighted some of the columns and key numbers for the Staff Council noting that most of the FY04 Revenue was negative except the Comp & Fringe Benefits area. However, the overall Net operating revenue was still up (positive). One of the main points of concern though is that since FY01, UST has used over 50% of it's Quasi-endowment. Michael recommends being conservative overall to help with UST's budget.

*-Charitable Giving:* (Erin T.) No report.

*-Diversity, Steering:* (Pat R.) Currently they are meeting to decide actions for replacing Nancy McGrath.

*-Elections:* (Linda Lee B./Travis P.) No report.

*-Fringe Benefits:* (Joanne R./Lisa K.) Tuition Remission was previously discussed. Benefits re-enrollment is currently taking place. They worked to get the best plan and options possible. A main factor was determining how much of increased costs UST could cover. Overall UST still has a very good benefits plan.

*-Healthy U:* (Lisa K./Nate R.) Meeting is tomorrow, Thurs. There will be a brown bag lunch discussion on Fringe Benefits by Edna Comedy on Dec. 9 in Mpls. and Dec. 14 in St. Paul. Read more at:

<http://www.stthomas.edu/humanresources/healthyu/>

*- HR Advisory Committee:* (Laurie Dimond) No Report.

*-Minneapolis Operations:* (Joanne R./Travis P.) No Report.

*-Mission:* (Andy Leet) Laurie reported that the mission statement was submitted to and approved by the Board of Trustees. This was announced in the Bulletin Today.

-*Treasurer's report:* (Erin T.) No report.

-*UCW:* (Pat R.) No report.

-*Website:* (Donna Baisden/Nate R.) No Report.

-Meeting was adjourned.

The **next meeting** will be Wednesday December 8<sup>th</sup> at TMH 252.  
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
Linda Lee Borovansky	Administrative	2-6417	LOR508
Jeremy Busch	Physical Plant/Sec	2-4108	MOH203
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
Pat Reinhardt	Academic	2-5150	5027
Lisa Keiser	Academic	2-5982	5003
Nan Ninteman	Minneapolis	2-4624	TMH166
Carol Hagen	At Large	2-6704	AQU106

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.