

## Staff Council Meeting Minutes

September 15, 2004

1:30pm-3:00pm in Minneapolis TMH 289

**Members present:** Michael Andregg, Linda Lee Borvansky, Laurie Dimond, Carol Hagen, Lisa Keiser, Nate Rolloff, Erin Thigpen, Pat Reinhardt (recorder).

**Absent:** Chris Cognetta, Joanne Rhoades

**Guests:** Mary Anderley, Andy Lee, Gene Scapanski

1. Laurie opened with a **Reflection**.

Lisa will have Reflection at the November meeting.

2. The August meeting minutes were officially approved, having been approved earlier via email.

3. Gene Scapanski, Vice President for Mission, and Andy Leet, Administrative Assistant in the English department, were introduced as representatives of the St. Thomas Mission Statement Task Force. They requested feedback from the Staff Council on the latest version of the mission statement to take back to the Task Force. Gene opened the discussion with a brief history of why a new mission statement was needed and the approach that the task force has/will take in getting a final draft to Father Dease.

There are 3 phases of the development process:

- 1) discussion within University units as to what should be in the mission statement;
- 2) discussion across University units around the first draft of the statement;
- 3) discussion within the University for feedback of the second draft (see attached) to strengthen the statement through its wording; we are now in the third phase.

The 18 member Task Force (consisting of faculty, staff, administrators, students and board members) determined that the mission statement should have the following characteristics:

- short and memorable
- have an impact so it could be translated into action
- give clear direction in midst of controversy
- student-centered

The sections of the Mission Statement, and purpose, are as follows:

Mission                      what we do;  
Vision                        what we aspire to become;  
Convictions                our character and values.

The following is a summary of the feedback from Staff Council members:

- it is important that the new mission statement be displayed. Per Gene, under discussion is if they will replace the current Mission Statement plaques, put it on UST business cards, among other things.
- it was agreed that the current draft is concise and well written but it was suggested that some University activities may be contradictory to this mission.
- the mission statement needs to be put in people's hearts and heads so that it is fully supported by the UST community. Gene advised that they plan to incorporate the mission statement into new employee orientation.
- it was noted that "liberal arts" and "urban" were removed in this draft; the concern was raised that without these words in the mission, people outside the

University will not know that we are a liberal arts institution in an urban setting. Gene said that the Task Force discussed this at length and decided to replace "liberal arts" with "think critically" and "act wisely"; the revised wording and making note of the types of degrees offered should make it apparent that we are a liberal arts university. As for "urban" Gene noted that many discussions in phase two focused on this pillar. After much reflection the task force decided to take it out because of its association & because it doesn't represent what we are.

- it was suggested that in the Convictions section, #3 faith and reason, be moved to the first conviction because it explains what is meant by "Catholic intellectual tradition" referenced in the Mission section. Gene noted the Task Force put a lot of thought into the order of the conviction statements. The first conviction states that we are a university; the rest of the convictions identify what kind of university we are.
- The modified wording of the 5<sup>th</sup> conviction, diversity, was applauded because it is more inclusive of everyone at the university working together.
- Gene asked for feedback on the wording of the Mission section – too Catholic or not Catholic enough; consensus was that it is fine as stated.

[Click here to see a draft version of the Mission Statement.](#)

4. Mary Anderley updated the Council regarding the new overtime regulations and its impact on UST staff. In summary, employees that make less than \$450/week qualify for overtime and are considered non-exempt from overtime regulations. Educators do not fall under this criteria. The Human Resources staff is doing a three step process to identify those critical areas: 1) auditing all job profiles to make sure that each position has a profile on file that is less than two years old; 2) HR partners will work with department heads to update old job profiles or to draft a job profile if none is on file; 3) test all job profiles against the new regulations to determine exempt or non-exempt status. Carol asked where one could get a copy of their job profile; Mary advised that you go to the HR web site or to contact your HR partner. Linda Lee suggested that at the open constituents meeting in October, the HR partners are identified with their area of responsibility.
5. The Open Staff Council meeting was moved to Thursday, October 14<sup>th</sup>, to accommodate the ACC Open Forum on the 12<sup>th</sup>. The following assignments were made:
  - \* Publicity Nate will give Sharon Fischer an announcement to put in her weekly Minneapolis newsletter;  
Michael will distribute flyers around the St. Paul campus and put a notice in the Bulletin Today;
  - \* Food Lisa will determine a lunch menu and place the order
  - \* Door Prizes it was decided to give a door prize each in Minneapolis and St. Paul; \$25 book store gift certificate. Erin will coordinate this drawing.
  - \* Logistics Nate will coordinate the technology needs.
  - \* Name Tags Linda Lee will provide name tags.
  - \* Survey Lisa will put together a survey of staff.
  - \* Moderator Laurie will moderate the event.
  - \* Minutes Pat and Nate will both take minutes so it will not be necessary to record.

Guests will be Edna Comedy, Mark Dienhart, Tom Rochon and Gene Scapanski. They will have

two minutes for an opening statement before the floor will be opened for questions from the staff.

Council members should walk a mic around so that the other campus can hear the question. Erin

expressed concern for the night staff that are unable to make the open meeting. It was

suggested that we coordinate something with the HR Fair in mid-February.

6. Linda Lee had a mock up of a Welcome brochure but there was not time for discussion. She will send everyone a copy of the draft through intercampus mail, and ask for feedback.

Meeting was adjourned at 3:00PM.

## **DRAFT - Revised Mission Statement**

### **PREFACE**

Founded in 1885, the University of St. Thomas is a Catholic, diocesan university based in the Twin Cities of St. Paul and Minneapolis. Educating over 11,000 undergraduate and graduate students each year, it is the largest private university in Minnesota.

### **MISSION**

Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to think critically, act wisely, and work skillfully to advance the common good.

### **VISION**

The University of St. Thomas strives to excel in effective teaching, active learning, *scholarly research* and responsible engagement with the local *community as well as* with the national and global communities in which we live.

### **CONVICTIONS**

We are committed to:

**1. pursuit of truth**

*We value intellectual inquiry as a life-long habit, the unfettered and impartial pursuit of truth in all its forms, the integration of knowledge across disciplines, and the imaginative and creative exploration of new ideas.*

**2. academic excellence**

*We strive to create a culture among faculty, students and staff that recognizes the power of ideas and rewards rigorous thinking.*

**3. faith and reason**

*We actively engage Catholic intellectual tradition, which values the fundamental compatibility of faith and reason and fosters meaningful dialogue directed toward the flourishing of human culture.*

4. **dignity**

*We respect the dignity of each person and value the unique contributions that each brings to the greater mosaic of the university community.*

5. **diversity**

*We strive to create a vibrant diverse community in which together we work for a more just and inclusive society.*

6. **ethical leadership**

*We develop ethical leaders who are dedicated to serving the common good.*

7. **celebration**

*We acclaim the achievements of all members of our community in goals attained and obstacles overcome, and in all things give praise to our Creator.*