

Staff Council Meeting Minutes
Wednesday, July 14, 2004
1:30-3:00 PM in Minneapolis TMH 252

Members present: Linda Lee Borovansky, Jeremy Busch, Chris Cognetta, Laurie Dimond, Carol Hagen, Lisa Keiser, Joanne Rhoades, Nate Rolloff, Erin Thigpen, Pat Reinhardt (recorder)

Absent: Meg Kekeler, Nan Ninteman

Erin opened with the **Reflection**.
Linda Lee will have the reflection next month.

1. Approval of June meeting minutes

Linda Lee moved to approve the minutes; Jeremy seconded the motion. There was unanimous approval of the June meeting minutes with no changes.

2. Follow-up on PLT time

Laurie reported that PLT time is accrued on all PAID time; this includes sick, jury duty, vacation, etc. The exception is overtime; PLT is NOT accrued on overtime. Lisa will bring this response back to the requestor. The question was asked if PLT not accruing on overtime was a change in policy? Erin said that it was a decision made by HR-Benefits but did not know if it was a change or not. Laurie will check with Stephanie Monogue in HR; if it is a change, she will ask that this change be announced to all constituents and announced in the Bulletin. An additional question was asked as to why vacation and sick time are lumped into one; can they be separated? Laurie will follow up with Steph on this question as well. If need be, Laurie will ask Steph to come to the August meeting.

3. Parking

Pat reported that a constituent asked the Staff Council to pursue a parking option that had been used several years ago – park at St. Mark's with a shuttle service to and from the UST campus. Laurie contacted Public Safety and Parking Services about this and was told that it was too costly an endeavor so it is not being revisited as an option, but they are investigating other parking options. Suggestions for parking incentives made by the council members were:

- provide more options and parking spots for Ride Share i.e. carpools, van pools, It was noted that each person in a car pool must purchase a permit so the suggestion was amended to have one permit for all members of the pool.
- have ramp permits available for faculty and staff because the ramp does not fill; Jeremy noted that the ramp does fill in the winter.
- provide a permit at a reduced fee for those that work at night when there is no shortage of parking.
- Provide a "per use" permit similar to bus passes; after a brief discussion, it was agreed that though this is a good option, it was not a practical one logistically.

Jeremy will follow up with Public Safety and Parking Services on these suggestions.

Lisa noted that at the Brown Bag Lunch for Parking, the question was raised as to salary confidentiality with the scaled permit fees. Erin reported that the permit fees will

be done through payroll deduction but will follow up on how confidentiality will be enforced.

4. Staff Council Visibility/Communication

Laurie handed out copies of two online forms: the Staff Council Mission Statement and the On-Line Comment Form. Discussion followed regarding the distribution of Staff Council minutes to constituents. Nate contacted IRT about creating a message so that the minutes would come from staffcouncil@stthomas.edu instead of from an individual so that if a constituent replies to the message, their reply would go to the Staff Council mailbox. Only certain Staff Council members would be able to "send as" from this address. A future option for communication will be to use Web for Employees in Banner. Laurie noted that we are saving \$80 a month by not sending paper copies of the minutes to constituents. It was agreed that minutes should be both emailed and put in the Bulletin; the Bulletin article would highlight the issues discussed with a link to the Staff Council web site for the full minutes. Concern was expressed about those employees that do not have internet access, such as Food Service and Physical Plant; a solution would be to put paper copies of the minutes at all time clocks. A suggestion for the Minneapolis campus is to include Sharon Fischer on the distribution list; Sharon emails the Minneapolis employees weekly and she could reference the Staff Council minutes. Joanne will follow up on this suggestion. It was recommended to put a link to the On-Line Comment Form at the end of the minutes (or Bulletin article) to encourage constituents to make use of this form.

The schedule for distribution of minutes was recommended as follows: the recorder will send them out to the Council members for approval by Thursday of the following week (using the Approve-Disapproved option in Outlook); members will respond within two days; submit the article to the Bulletin by Thursday so that it is in by Monday and emailed out to constituents by Monday.

5. Committee Reports

- a. Affirmative Action (Carol Hagen) – no report; next meeting in August
- b. Budget Advisory (Erin Thigpen/Jeremy Busch) – have not met during the summer
- c. Charitable Giving (Nan Ninteman) – representative not at meeting
- d. Diversity, Steering Committee on (Laurie Dimond) – no report; next meeting in Sept
- e. Elections (Meg Krekeler & Linda Lee Borovansky, Lisa Keiser – alternate) – will check with Diane T. for information from last year and timeline
- f. Fringe Benefits (Joanne Rhoades and Chris Cognetta) – no report; have been communicating via email in the summer
- g. Minneapolis Operations (Nan Ninteman & Joanne Rhoades) – no report
- h. UCW (Meg Krekeler & Pat Reinhardt) – no report
- i. Web Page- Donna Baisden (non council member) – no report
- j. Treasurer's report (Erin Thigpen) – no report
- k. Healthy U (Lisa Keiser & Nate Rolloff) – met earlier on 7/14; working in summer programs; in the fall they will offer the Fall Steps Challenge again, set up Brown Bag lunches in Minneapolis and work on year long calendar for wellness of the whole mind.
- l. Mission (Andy Leet, former council member) – Laurie reported that the final draft of the Mission Statement has gone out, and awaiting feedback; final approval to be made in the fall. Gene Scapanski continues to meet with groups.

7. Other Business/Constituents concerns

- a. Laurie advised that the new Human Resources Director, Edna Comedy, will attend the August meeting. Laurie will invite Dr.'s Rochon and Dienhart to this meeting as well because they both have shown an interest in the issues addressed by the Council.
- b. Nate reported that Kate and Kristin in HR agreed to provide the names of new FT and PT hires; it was agreed that the best place to have this information sent is to the Staff Council mail box. Linda Lee will design a mock up card to send to new hires for the next meeting. Lisa said that she would be responsible to send out the cards to new hires; at each Council meeting we can decide the person who will welcome each new hire.
- c. Encouraging participation at the open meeting in October was discussed. For Minneapolis constituents, we can ask Sharon Fischer to put something in her weekly email and to put it on the overhead TV. For the next meeting Lisa will draft a constituent survey to be distributed at the open meeting. As incentive for constituents to complete the survey at the open meeting it was recommended to have a drawing for bookstore gift certificate(s).
- d. Jeremy had two constituents request that he bring to the Council their concern about a cap on their salary; specifically, are all employees' salary capped after 15-20 years. Laurie will follow up on this request with Lori Bonine, the Compensation Supervisor; if need be, she will invite Lori to the August meeting.
- e. Pat noted that the September meeting is scheduled for the first day of the fall semester (Sept 8th); it was decided to reschedule the September meeting for the third week (Sept 15th). It was suggested by Chris that TMH 289 would be a better meeting room. Pat will contact Minneapolis Facilities to reschedule the time and meeting room; once these changes are confirmed, she will ask Donna to update the web page.

NOTE: the September meeting has been confirmed for September 15 in TMH 289.

8. Adjournment was at 3:00PM.