

Staff Council Meeting Minutes

August 17, 2005

1:30PM – 3:00PM

AQU 210

In attendance: Pat Reinhardt (President), Lisa Keiser (Vice President) Linda Lee Borovansky, Michael Andregg, Cathy Crowell, Carol Hagen, Mary Madigan, Carol Wilkie, Jessica Cook, Kimm Thiboldeaux (recorder)

Absent: Crixell Suteria, vacant seat

1. Opening reflection

Carol W. read the opening reflection. Mary Madigan will provide opening reflection for September's meeting.

2. Guest Speaker

With the announcement of the new Performance and Assessment Management system replacing the current IODP, Peter Ronza; Compensation & Benefits Manager, took the floor to start our meeting. Peter, provided a brief synopsis of the assessment system, update on training sessions and answered some questions by the staff council members. Providing knowledge to help the Staff Council better assist, if contacted by the community, with questions on the new performance assessment program.

There are two parts to the system: Performance Assessment and Performance Management.

Performance Assessment is the actual meeting of manager and employee to talk about the employee's duties here at UST. Goals for the coming year, including professional development and timelines for accomplishing them. Assessing, summarizing and documenting the work performance of an employee.

Performance Management is the ongoing communication process of giving and receiving feedback about an employee's performance.

The new assessment system requires communication between Managers and employees through out the year. The period will remain July 1 to June 31. At the last meeting, goals and directions for the next year are discussed and set. Everyone will know what is expected of him or her and where he or she is by the end of the year.

The assessments will than provide documentation for the Pay for Performance program – compensation method to be used to recognize and differentiate between various levels of employee performances. The Pay for Performance program will be announced October in the Bulletin. Across the board, increases will no longer be granted.

Benefits packets are scheduled to be delivered in October.

3. Secretary's Report

July's meeting minutes were approved and will be submitted for posting on the Staff Council web site.

4. Treasurer's Report

Crixell was not present, report tabled.

5. Staff Council Membership Updates

Carol H moved to the Administrative seat opened by Amy Schwartz. Jessica Cook with her votes from the last ballot was asked to replace the open seat in the AT Large area. Council approved this nomination and Jessica accepted the seat. Council still has an open seat with the Physical Plant/Security seat. Council decided that we have spent enough time trying to fill seats and need to let this seat remain open until next spring's elections.

6. By Laws

Pat will provide completed updated draft of By laws for review and final approval by council at September's meeting.

7. Open Constituents' Issues

- No concerns have been sent to councils' mailbox.
- Possibly submit a bulletin announcement in Mid September to stir such submissions.
- National Health Recourses Network for assistance and direction in what to do when facing a serious illness—similar to the Life Phases employee assistance program' was submitted to Michael.

(Will be discussed at September meeting further due to timing with the Fringe Benefits and roll out of next years plans.)

- Menu from last year to be pulled and reviewed at September's meeting.
- Member needed at each location to test microphone/telecast systems between locations morning prior.

8. Committee Reports

STAFF COUNCIL Committees:

Elections (Linda Lee, Lisa)

Increase or spark interest in running for council with announcement at Open Constituents Forum.

Web (Kimm, Cathy)

Requests for permissions has been sent in for Cathy to have access to web to update minutes posting, and membership changes.

Service Learning Charitable Giving (Carol W, Jessica)

Welcoming / Mentoring (Linda Lee, Lisa)

New staff members names will be presented to Staff Council and assigned a council member to contact them and welcome them to UST. Helpful campus tips will be given along with the Welcome card from Staff Council at this visit.

UST Committees

With amount of time used for the new Performance and Assessment discussion and the amount of committees that have not met due to opening week, the UST Committee reports were tabled for discussion at Septembers meeting to allow new business to be addressed at some level.

Affirmative Action (Carol H.)

Budget Advisory (Michael)

Diversity (Carol W.)

Fringe Benefits (Crixell, Jessica)

Minneapolis Operations (Mary, Crixell)

UCW (Cathy, Pat)

Health U (Lisa)

HRAC (Pat)

9. NEW BUSINESS

- Joint Membership with Salaried Staff
Agreed to meeting with this council once a year to be in contact and review the benefits of this being a joint council.
- ACTC Joint Meeting
Agreed to continue with the joint lunch meetings.

Meeting was adjourned at 3:15PM.

Respectfully submitted by Kimm Thiboldeaux.

2005 – 2006 Council Members

Council Member	Constituency	Phone	Campus Mail	Term
Michael Andregg	Auxiliary Services	2-5925	MCG	2004-2006
Linda Lee Borovansky	Administrative	2-6417	LOR 508	2004-2006
Jessica Cook	Academic	2-5030	JRC LL56	*2005-2006
Cathy Crowell	Academic	2-5786	SOD	2006-2007
Carol Hagen	At Large	2-6704	AQU 106	2004-2006
Lisa Keiser	Academic	2-5982	5003	2004-2006
Vacant	Physical Plant/Security			*2004-2006
Mary Madigan	Mpls/Chaska/Gainey	2-4140	TMH 207	2005-2007
Pat Reinhardt	Academic	2-5150	5027	2004-2006
Crixell Suteria	Minneapolis	2-4961	MSL 100	2005-2007
Kimm Thiboldeaux	Food Service	2-6060	5049	2005-2007
Carol Wilkie	Administrative	2-6962	DEV	2005-2007

* completing another's term

Staff Council Mailbox: #4387
Staff Council website: <http://www.stthomas.edu/staffcouncil>
Staff Council Email: staffcouncil@stthomas.edu

Have a comment or concern?? Use this form and mail to Staff Council at mailbox 4387 or direct comments to www.stthomas.edu/staffcouncil. We want to make sure we are addressing your concerns. We are always glad to hear from you.