

STAFF COUNCIL MINUTES
Wednesday, December 14, 2005
Minneapolis, TMH 254
1:30 – 3:00 p.m.

1. Opening reflection – Pat

- Establish a schedule for January thru May 2006 meetings

2006	Jan	Kimm Thiboldeaux
	Feb	Cathy Wilkie
	March	Cathy Crowell
	April	Lisa Keiser
	May	Carol Hagen
	June	Jessica Cook

Starting next term opening reflection will be assigned in order of council listed on council member web page.

2. Secretary’s report - Kimm

- Approval of minutes from the November 9th meeting - approved
- Re-approval of minutes from the Open Forum - approved
- Volunteer to takes minutes for Kimm at the Feb and March meetings.
Michael Andregg has volunteered to cover February, March is still open.
- It was decided that we include on web; in response to the Open Forum; a statement similar to: Often in large open forums issues tend to be addressed at a broad level and seem not to be answering a detailed concern. If you feel a submitted question was not answered clearly please let us know and we will readdress the question and try to provide a concise answer.

3. Treasurer’s report – Crixell

Current balance after Open Forum St Paul \$303.75 and today’s Holiday Lunch
 Estimated total \$142.80 will be \$ 3,300.00.

4. Committee reports:

STAFF COUNCIL Committees:

a. Elections (Linda Lee, Lisa)

Linda Lee and Lisa will be meeting in early January. Plans are to have names submitted last week of January, due back Feb 6. Will then call nominees and get bio’s by end of February, for March Ballots due back by March 20.

Current council members up for reelection and status:

- Linda Lee Borovansky – Administrative - Yes
- Jessica Cook – At Large, St Paul – Yes
- Carol Hagen – Administrative – NO
- Lisa Keiser – Academic – NO
- Pat Reinhardt – Academic – Yes
- Vacant seat – PHP, Safety –
- Michael Andregg – Auxiliary Services – NO end of second term.

b. Web Page (Kimm, Cathy)

Counter on web at 55, some are from checking updates. Will post changes to At-Large seats to state, MPLS and St Paul. Bulletin announcements will start with the posting of November Minutes and announce Open Forum Q & A posting at same time.

c. Service Learning/Charitable Giving (Carol W., Jessica)

Second Harvest Heartland Charitable giving is going very well. As of today cash donations total \$ 376.00 and the boxes are full. Thursday is the last day and Friday 12/16 the donations will be delivered to Second Harvest Heartland. Jessica and Carol would like to keep the Second Harvest Heartland for the Staff Appreciation Breakfast in April and possibly set up a service learning volunteering trip in the spring/summer to label products, unpack food, assemble care packages etc. In looking ahead, it was decided that next fall we should start the Charitable giving a week earlier to compensate for the “holiday, end of semester, and commencement rush”

d. Welcoming/Mentoring (Linda Lee, Lisa)

No new employees to assign at this time.

UST Committees:

a. Affirmative Action (Carol H.)

Committee has been studying charts of areas on campus that are under represented. Areas of need are being prioritized and currently Adjunct Faculty is first priority on campus.

b. Budget Advisory (Michael)

Chair of the Board of Trustees has express a need for the university to increase its salaries and give meaningful raises to employees. Searching economics to support a meaningful increase has been the focus for the Budget Advisory Committee. The Pay for Performance pool not mentioned in this “increase”, but represented as a separate (in addition to) increase fund.

Mike again stated the importance of having representation on this committee with his seat opening.

c. Diversity (Sarah Spencer, non-member) * Note: change in representative UDAC

Pat had talked to Sarah Spencer UDAC had their first meeting to set up format will be on Friday Dec 9. A proposed retreat has been set for Jan 8.

Committee is currently looking at the 95-2000 climate studies of the university and working on their by-laws. Diversity website will be updated and used to provide reports back to Staff Council, using Sarah Spencer as our “go to” for questions or concerns. Carol W will contact Sarah Spencer for committee reports.

d. Fringe Benefits (Crixell, Jessica)

GLBT Insurance coverage issue and breakdown for family coverage to be friendlier to single parents was major topic discussed. Letter of response stated that the university is sorry to learn that a valued staff member is considering leaving the university because its medical plan no longer covers their family needs. The reason our Long Term Care package provides coverage for domestic partners is that St Thomas is a facilitator for Long Term Care not the provider. The university does not fund or subsidize this plan and St Thomas uses “The Defense of Marriage Act” to define legal spouses. **On single parents’ issue, the council felt we should put forth the recommendation on Employee plus one plan for our coverage.** Employees then pay appropriate amounts for the number of persons in their household using the coverage so that a family with one child is not paying the same as a family with six children. **Similar to the tuition remission being a strong selling point in salary, what about the person whose position does not allow them to take**

advantage of this benefit or those who have no children? Why should this be then considered as part of their package when they cannot utilize this benefit?

e. Minneapolis Operations (Mary, Crixell)

MPLS is hosting an open house today, unfortunately it is going on now during our meeting, but we have been formally invited to attend. This committee meets at the same date and time as Staff Council so there has been difficulty in obtaining an update on this committee.

f. UCW (Cathy) * Pat resigned from this committee

Sister Pat Kowalski Award has been the focus for the UCW. Seven of our seniors will be sent by the UCW to attend the Leaders of Today and Tomorrow, in January at the Capital. Leaders of Today and Tomorrow is a workshop for women in colleges.

g. HRAC (Pat)

Pat did not make it to the meeting. In checking with committee, the implementation of the Pay for Performance was the main topic.

h. University Strategic Planning Task Force (Pat) * New committee

Pat has been selected to be on the council. Jessica Cook addressed a concern:

1. UST strategic directions discussion: Are staff members being included in these discussions in their "units", and if not, can we consider the "Staff Council" a unit, and discuss? I am concerned that staff members' voices will not be heard in this discussion. (Person submitting was at her units' discussion only in a secretarial way and notice that the other non-exempt staff from her unit was also not invited) Jessica stated that she would submit something as a unit for "Staff Council" for Pat to represent at the meeting tomorrow. Please review information she will submit to council and submit suggestions to Jessica ASAP as the deadline is Dec 16 (tomorrow). Still would like to address this information as to why with over half of the council not being asked or invited to be involved in our units how fair is the representation of the unit's strategic plan?

5. Constituents issues:

- follow up to issue of salary equity issue

The following questions were submitted to be answered.

- a. Pay for Performance: I attended a Pay for Performance brownbag in early September. Edna Comedy told attendees that the specifics of how the pot of money for merit increases would be distributed (i.e., 5s will get 20% of the pot, 4s will get 10%, etc.) would be released to the entire University community in the next couple of weeks. This was in September, and this information is still not available; I have only heard rumors from faculty members, who seem to have heard something that staff members did not. I am concerned that staff members, who the Pay for Performance system will directly affect, are not in the communication loop, and I would like some

answers.

- b. Pay equity: With Salary Base of incoming employees being equal to or sometimes over what seniority staffs current salary is there is concern and questions on low staff moral ... what happened to the value in experience, value in my years of service and contribute to department? "Placing pennies on the value of my 13 years of experience compared to credentials of an incoming employee." This question keeps coming up and we think that we need to obtain a clearer answer or explanation to post on site. (Good one to use for bulletin notice of current minutes being posted)

6. Staff Council Recognition Award proposal

- Criteria for award – Linda Lee and Pat
- Promoting and advertising award – Carol H & Jessica
- Award – Mary M.

Questioned if we should recognize multiple people in different areas of service in keeping with the mission statements and looking at the convictions. It was felt that we are making this more complicated then needs to be. Decided council will go with what the nominees present for us. Council will decide who will be awarded thus open area to evolve as we go with the number and direction of the award. We also felt that we needed a paragraph nomination telling the Council why you are nominating this person and how they are living the University's Mission Statement. As soon as there is criteria set, promotion design will begin.

7. New Business

- a. Program for the Staff Appreciation breakfast (Pat) – table Jan Meeting
- b. ACTC joint meeting (Pat)- time issue, possible in summer?
- c. Exempt Staff Council update. (Pat) – Meeting in Jan with Edna Comedy and Gene Scapanski to review bylaws and directions.
- d. Update on the search for a VP for Business Affairs/CFO (Pat)- Very time consuming, phone interviews 12 persons, to bring to 3 or 4 for interview in January, Feb make offer and in position, March 1 is proposed timeline. Most issues we have discussed today in our meeting were questions addressed in phone interviews thus Pat feels encouraged in our candidates that are being interviewed for this position

Discussion for Staff Council:

Quick Directory sample from Barb Dunker was reviewed for examples of what she can provide for "print directory". Barb is asking for directions on what information to list for each department.

Information Staff Council decided on:

Department, Location, Mail Box Number, Dept Head, Contact name, telephone number, and facsimile number.

Reminder: University Council Meeting tomorrow, December 15, in Minneapolis.

Next meeting: January 11th in St Paul, MN, AQU 210.

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	At-Large	2-5030	JRC LL56	*2005-2006
Cathy Crowell	Academic	2-5786	SOD	2006-2007
Carol Hagen	Administrative	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:

#4221

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 4221 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.