

STAFF COUNCIL MEETING MINUTES

Wednesday, July 13, 2005

1:30PM – 3:00PM

AQU 210

In attendance: Pat Reinhardt (president), Lisa Keiser (vice president), Mary Madigan, Cathy Crowell, Linda Lee Borovansky, Kimm Thiboldeaux (recorder), Crixell Suteria, Amy Schwartz, Carol Wilkie, Carol Hagen

Absent: Michael Andregg, vacant member

1. Secretary's report

May and June's Minutes were approved and will be forwarded to Kimm for posting. Carol Hagen resigned as co-secretary; no volunteers came forward. Kimm will be the lone secretary and will ask for volunteers to take minutes as needed.

Date, Time and Location for 2005-06 meetings

Open Forum, Oct 13 Mpls location changed to LL09. Will need volunteers to check equipment at 10:30 in both locations. Staff Appreciation breakfast 7:30 am – 9:00am.

Adjustments were made for the August and October meetings. New Schedule Follows:

| AQU 210 | AQU 210 | MPLS (TBA) |
|----------------|----------------|-------------------|
| July 13 | August 17 | September 14 |
| Oct 19 | Nov 9 | December 14 |
| Jan 11 | Feb 8 | March 8 |
| April 12 | May 10 | June 14 |

2. Opening reflection

Crixell read opening reflection. Carol W. will read the reflection for the August meeting.

3. Treasurer's report

No report. Crixell and Erin will be meeting the Wednesday before payroll. Crixell will send an electronic treasurer's update after meeting with Erin.

4. Vacant Seat

Linda Lee and Pat will contact the nominated staff to fill vacant seat. After confirmed willingness to serve, an electronic vote with current council members will be completed to fill Chad Lorenz's seat.

5. Amendments to Bylaws

All members present voted yes to Amendments # 1, # 3, # 4 and # 6 (changing A & B to 1. & 2.).

Amendment # 5 was voted to completely drop Article VI and adjust all numbering of all remaining articles.

Amendment # 2 was reworded and will be voted on at the August meeting to abide by Article IX: Amendments Bylaw. Below is the formal written amendment:

Article III / Section B

B. Term of Office

1) Elected Staff Council members may serve a maximum of two consecutive terms (4 years).

2) A Staff Council member, whom is filling a vacancy, will serve until the next election. They will then be nominated and eligible to serve as a newly elected member abiding by the newly elected term bylaw.

3) A former Staff Council member may re-run for another single term (two years) after being off the council for a full term (two years).

Full reprint attached

6. Open Constituent issues

No current issues have been mailed to the Staff Council Mailbox. Posting information directing Staff to our site in Septembers Bulletins was suggested to stimulate questions and attendance.

Confirmed date/time for open forum for constituents

Date: Thursday, October 13, 2005

Time: 11:30AM-1:00PM

Location: St. Paul – MHC 304; Minneapolis – **TMH LL09** (updated room)

***IRT will need a staff council member present at each location at 10:00 a.m.*

to test conferencing equipment and lean start up procedures of operation for open forum.

Dr. Tom Rochon, Dr. Mark Dienhart, Ms. Edna Comedy

Confirmed: Staff Appreciation breakfast

Date: Wednesday, April 5, 2006

Time: 7:30AM-9:00AM

Location: MHC

*** Staff council has MHC 304 Tuesday April 4 beginning at 12:00 pm for set up.*

Due to the amount of time spent on the Amendments, the following items were not reviewed and will be on our agenda for the August meeting.

7. Proposed Staff Council Ad-Hoc Committees for 2005 -2006.

* Staff Appreciation award: (was decided that this would be done as a group) Once details are set by council, Lisa will lead a sub group to continue.

- a) Lisa will facilitate this goal
- b) develop criteria for award
- c) determine what award will be; i.e. plaque, certificate
- d) establish process for soliciting nominees, voting, and presenting of award

* Expand awareness of the Staff Council

Linda Lee and Cathy C. have stepped up to work on this Awareness program. Lisa submitted a sample sheet for review with ideas on how to promote Staff Council with new hires information sheet.

- a) identify those University events that are applicable to staff
- b) coordinate with above events to have a Staff Council presence

Meeting adjourned at 3:30PM.

Respectfully submitted by Pat Reinhardt

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 |
| 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 |
| Chad Lorenz | Physical Plant/Security | 2-4100 | MOH 203 | *2004-2006 |
| Mary Madigan | Mpls/Chaska/Gainey | 2-4140 | TMH 207 | 2005-2007 |
| Pat Reinhardt | Academic | 2-5150 | 5027 | 2004-2006 |
| Amy Schwartz | Administrative | 2-6385 | AQU 201 | *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.