

Staff Council Minutes
Wednesday, November 9, 2005
1:30PM – 3:00PM
St. Paul, AQU 210

1. Opening reflection – Linda Lee

- Volunteer for opening reflection for the December meeting - Pat
Look at starting a rotation list next meeting

2. Secretary's report - Kimm

- Minutes from the October 19th meeting approved.

3. Treasurer's report – Pat for Crixell

\$ 3,754.45 current balance with the Open Forum charges yet to come out

4. Committee reports:

STAFF COUNCIL Committees:

a. Elections (Linda Lee, Lisa)

First call in January, deadline by Spring Break. Lisa and Linda Lee will meet again on setting the dates for elections sometime after finals week. Seats that will be vacant with end of terms this year will be Auxiliary Service, Physical Plant/Security, and three seats will be running for second terms. Linda Lee will report in December the actual seats/representations and rerunning council members. Staff Council seats run two-year terms with UST Committees running three years. Pat will address issues where UST Committees seats run three years to see if we can have them adjusted to match Staff Council or to clarify if a member can hold a seat after their term on Staff Council.

b. Web Page (Kimm, Cathy)

Counter has been added to the web home page per request and minutes are current. Add Bulletin announcement when current minutes are posted to web to help with PR for the Staff Council and getting more hits on web site / exposure to Staff Council and with reduction on sending paper copies to departments.

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

Carol and Jessica are meeting next week to plan. Linda Lee offered information on:

Habitat for Humanity and will forward this to Carol and Jessica. Christmas Charitable giving information to roll out next week.

d. Welcoming/Mentoring (Linda Lee, Lisa)

Linda Lee reviewed October's new staff and volunteers were assigned. Mary Madigan brought up two employees that are new in her area that were excluded from the listing from Human Resources in August. Linda Lee will be checking this out. Kimm requested copy of the lists to post names here in the minutes.

UST Committees:

a. Affirmative Action (Carol H.)

Currently working on charting the under utilized staffing at the university to see the areas on campus that need to adjust their staffing practices. Examples of areas in need: full time faculty, females, people of color, in face to face staffing that have the most impact on the climate of the campus. These charts will be in order of priority, Executive Staff, Managers, Directors, Department Chairs, Faculty etc. then will be assigned a projection on numbers of need. Once the charting is completed, the Affirmative Action committee will meet with the Administrative Leaders and Academic Leaders to review findings in hopes of assisting in the direction of new hirers.

b. Budget Advisory (Michael)

Reminder that there will be two open seats for this committee after the end of this year term. The current open seat and Michael's.

c. Diversity (Carol W.) **

Dr. Potter is dissolving the Diversity Steering Committee and starting a University Diversity Advisory Council (UDAC). Dr Potter would like there to be three nominations of staff that would serve two-year term. Pat received a letter from Dr Potter asking her for her nominations for the UDAC Staff members. The listing for the UDAC seats stated that this staff seat is for "exempt- staff" Pat had discussed her concerns with this with Dr Potter and he has renamed the charter to state one staff (exempt or non-exempt). Pat has nominated Crixell Suteria, Carol Wilkie and Sarah Spencer for the staff seats. Father Dease will select the one from the nominations. Pat has also asked her nominates to keep staff council informed with reports from these meetings.

d. Fringe Benefits (Crixell, Jessica)

No report. Domestic partner benefits and single parents' rates were going to be discussed and looked into at the next meeting.

e. Minneapolis Operations (Mary, Crixell)

No report

f. UCW (Cathy, Pat)

Looking for support for the mentoring program UCW is looking at developing and Pat stated to the UCW that Staff Council will need to have their goals and objectives to review prior to stating support. Pat will update us on the goals and objectives when she gets this information from the UCW.

g. HRAC (Pat)

Meeting was cancelled.

- Recommend adding under UST Committees:
University Strategic Planning Task Force will hold one non-exempt staff member and suggests we post it under University Committees.

5. Constituents issues:

No concerns were submitted to the Staff Council web site. Mary Madigan had another question brought forward on new staff being hired at a higher pay rate. Mary will submit question to Pat to address with Edna Comedy. There is also concern that this will be wide spread with the Pay for Performance rolls into second or third year. Pay will not be uniform across campus.

6. Requests for Nominations: (Pat)

a. University Task Force on Strategic Planning (2)

Staff Council was asked to nominate two staff members with nomination statements. Like Diversity, Father Dease will be selecting the seat from these nominations. Andy Leet and Pat Reinhardt were nominated by Staff Council.

b. Women staff for 2005-2006 Sister Pat Kowalski Women's Leadership Award

UCW asking if council would like to nominate someone for the Leadership Award. This too will need a page and a half nomination letter. Michael is nominating Joann Andregg and Pat will forward requirements and form to Michael to complete for his nomination.

7. Staff Council Recognition Award proposal (Pat, Lisa)

Pat and Lisa met with Edna Comedy and Mark Dienhart on proposal compiled for ideas on Staff Council Recognition Award. The concern that Edna and Mark had is that we will have to include all staff (exempt and non-exempt) if we want to display a plaque. To have this be non-exempt we should award at staff appreciation breakfast. The current end of year awards like Faculty of the year, are all Alumni and Mark

is going to contact Rachel on possibility of adding Staff of the year award (including exempt and non-exempt staff.) Council decided to move forward with the Staff Council Recognition Award and present at Breakfast.

Award discussed and looking for costs and possibly getting sponsorship for the cost of award to make it grand.

Plan for Award: January for three weeks get nominees with nomination letter, hold a voting selection in February; either on-line or mail in ballot like staff council nominees. Staff council will then tally and get award ready. Award will be announced at the Staff Appreciation Breakfast in April. A link will be on web to all winners with small bio, or nomination letter and photo with award. Name change was discussed at last months meeting and Staff Council is to think on the name of the award, if we need multiple winners one for each campus, years eligible to win, consecutive, etc. Staff Council feels that we need to get the award going and address these issues as the working detail show.

Developing advertising, award design, criteria outlines – linked to mission statement, nomination/voting process are items that we need to start to address now to start up first week in January. Jessica brought up the voting issue of opening voting to whole community, would we get action or votes from people who are not eligible to be a winner. Example like Tommy award letting everyone, faculty, staff, exempt and non-exempt, students be part of the voting process. **Staff Award needs to be finalized by December meeting so that we can roll out in January.**

8. New Business

a. Joint membership with the exempt staff (Pat, Lisa)

Exempt Staff Council has submitted the bylaws they have drafted from our standing bylaws for our feelings. Councils feel that the name is too close to Staff Council and should be changed to something not so close to keep separation. Exempt Council wish to meet at least once a year or have an executive committee that is represented by 4 Exempt / 4 non-exempt council members to meet monthly to update on joint issues.

b. Staff Directory (Lisa)

Lisa shared a sheet that Barb Dunker is working on and is willing to share with Staff to assist with the lack of published directories. She was looking for Staff Council input on the amount of information to be listed with each of the entries. Staff Council decided to keep the listing manageable listing only the Department Name, Department Phone, Fax , Mailbox #, Location, and Contact Person. Council also

suggested common name for departments listing. Client Services, Tech Services, etc. Listing each with (see Information Resources).

c. Program for the Staff Appreciation breakfast (Pat)

The Staff Council is 20 years old and Carol Jacobs has delivered a box of all paper copies of minutes for the past years. Pat felt it was interesting to read them and find the staff issues that Staff Council has changed over the past 20 years. Possible a highlight sheet on tables at the Appreciation Breakfast. Spent a whole year developing and researching a child care center / that was not considered, fought for women to wear slacks to work . . . fun facts.

d. ACTC Joint Meeting (Pat)

e. President's Forum, Nov. 15th.

Next meeting: December 14th in Minneapolis

Holiday Luncheon 12:00 – 1:30 pm

Meeting following 1:30 – 3:00 pm (shuttle dictating time line)

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
Vacant	Auxiliary Services			

* 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.