

STAFF COUNCIL MINUTES

October 19, 2005

2:00PM – 3:00PM

St. Paul, AQU 210

1. Opening reflection - Michael

- Volunteer for opening reflection for the November meeting.

2. Secretary's report - Kimm

- Approval of notes from the Open Constituents meeting. (Kimm, Carol H.)

3. Treasurer's report – Crixell

4. Open Constituents meeting follow-up:

- Feedback on the menu, location, time, and program forum?
- Crixell stated that Pete Ronza stayed and had more one-on-one conversation with attendees at the Minneapolis location. Pete's extended comments to be added to the Q & A sheet from forum. Mark Dienhart suggested that if there are questions that were not clearly answered be identified and passed back to himself, Edna Comedy, Dr. Tom Rochon or Dr. Potter.
- What worked? What did not work: Feed back from attendees was frustration on the format. Maybe making it topic related and hold shorter forums to stay within the constraints of "lunch hour."
- Placing a BULLETIN notice: the open constituents' minutes are now available on the Staff Council Web site, include a short survey on did you attend? Why not? What would you like to see changed in the format of the open forum?
- Number of attendees and what can we do to increase attendance. Will need to fully address this again next year for possible bring a guest prize. Time constraints with departments, taking longer lunch to attend meeting. Can we do meeting after lunch?
- Veggie was different this year. Meat item inside? Will request home made without Boca.
- In addition, increase amounts. Drop or cut cookies.

5. Open constituent's issues:

Follow-up 2-part question from the open constituents meeting regarding the new Performance Appraisal system:

A) Is there an inherent bell curve to the Performance Pay system (e.g., 5% should receive 5's, 10% receive 4's, 30% receive 3's, etc.--or rather a pre-conceived notion of how many folks should receive 5's, 4's, 3's in a particular job profile). If so, how does this reflect the values of this system of

compensation? What's to prevent what happened in CAS (where the faculty who earned 1's received a lower percentage pay increase than the colleagues in other colleges because there were too many 1's?) happening in this system?

B) Will there be any documents that simply outline the process that is supposed to occur and the frequency of tasks/meetings, etc. for managers (specifically, departmental chairs with a lot on their plate)?

Awaiting response from Edna Comedy.

Verbal request from a constituent regarding how pay increases will be received with the pay for performance system (included in base pay or lump sum?)

Response from Edna Comedy: will be included in the base pay

6. Committee Reports:

STAFF COUNCIL Committees:

a. Elections (Linda Lee, Lisa)

Easter is late but the Staff Appreciation Breakfast keeps us using the same schedule for call for nominees. Spring Break issue, should we give two weeks to return. Was decided that we would keep the one-week deadline and accept the late comers as needed.

b. Web Page (Kimm, Cathy)

Add counter to web page, post questions in date batch possibly taking submitted questions and post quarterly.

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

No report

d. Welcoming/Mentoring (Linda Lee, Lisa)

Four new staff member packets handed out for this month. Terry Snyder's New Employee Reference Guides were handed out, can now reference these when introducing ourselves with the welcome Staff Council Letter. Suggest that we offer a tour of the campus at our visits to show where the dining rooms are, the bookstore, campus mail, service center etc. Possibly, offer prior to your visit with a phone call... would you like a tour of the campus. Would you like to do lunch?

UST Committees:

a. Affirmative Action (Carol H.)

Three-year term, addressing full time faculty issue UST is currently at 50/50. Affirmative Action feels it should be adjusted to higher full time faculty. Mike addressed the fact that there is a cost factor involved with the faculty or adjunct, to keep in mind when in meetings

addressing this issue.

b. Budget Advisory (Michael)

Meet next week. No volunteers stepped forward to fill vacant seat. Kimm addressed that there will be two seats to fill next year, to keep in mind.

c. Diversity (Carol W.)

Welcomed Lawrence Potter and discussed his visions for Diversity Committee.

d. Fringe Benefits (Crixell, Jessica)

No changes in cost and no changes in coverage. Family Leave is currently being looked into. Crixell explained that the Fringe Benefits group reports to another group that then represents UST to the carrier for our benefits.

e. Minneapolis Operations (Mary, Crixell)

No report

f. UCW (Cathy, Pat)

Mentor program for women; want to know if Staff Council is interested in joining this effort. Letter was handed out for Council to review and address at November's meeting.

g. Healthy U (Lisa)

Lisa feels that this committee is pretty much dead. Wait until there is action on Human Resources part, per Terry's comments at September's meeting.

h. HRAC (Pat)

No meeting

Council meeting ran over time and had to cut off prior to addressing the full agenda.

7. New Business - Moved to address at Novembers meeting.

- a. Joint membership with the Salaried staff
- b. ACTC joint meeting
- c. Staff Appreciation Award

2005 – 2006 Council Members

Council Member	Constituency	Phone	Campus Mail	Term
Michael Andregg	Auxiliary Services	2-5925	MCG	2004-2006
Linda Lee	Administrative	2-6417	LOR 508	2004-2006
Borovansky				
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.