

STAFF COUNCIL MINUTES

September 14, 2005

1:30PM – 3:00PM

Minneapolis, TMH 254

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

Absent: Cathy Crowell, Carol Hagen, Carol Wilke

1. Opening reflection

Mary M. read the opening reflection.

- Volunteer for opening reflection for the November meeting.

2. Secretary's report - Kimm

- Approval of minutes from the August meeting.

3. Treasurer's report – Crixell

4. Guest Speaker: Terry Snyder, Human Resources partner- “Buddy System” program

Most positions do not allow for outgoing person training of new staff thus employees are struggling to find information as well as discovering how to do their jobs. Terry is looking into developing a program to assist/provide peer support. Terry is joining us to see how our program is working, how we can join our programs and what we are finding in our “Staff Council Welcoming” program.

- Update on the HR Buddy System and possible coordination of efforts with our proposed Welcoming program. Last fall Terry looked at the University's on-board resources, training and current assistance in helping incoming employees quickly acclimate to the campus and knowing where to find and or request what. (how prepared we are for you on your first day) She found that support for incoming staff was lacking and feared that these are the staff that “when the going gets tough”, will carry a negative attitude, productivity goes down or we will lose. Often new employees are given a book and no actual training in their positions. No one to turn to for assistance in learning your jobs.
- Terry was surprised to see that Staff Council has already started an out reach for the non-exempt staff and wanted us to share how we are going about it, our interest in teaming up with her Buddy program. Possibly a MENTORING type program that we can work together with Human Resources. Shared the “employee reference guide” that is now given to new employees at orientation.
- Items discussed that should be in addition: time clock location, where to get copies (large jobs), campus mail offering-ups, stamps, USPS etc., when are breaks, where are dining locations and hours, catering, requesting rooms, weight room, ID card and eXpress accounts, laminating services, archiving procedures, Leadership Academy, Parking permits, Box Office, Credit Union, Child Care, IRT help desk, What is Blackboard, how to post job on site.

- Department Book: one that is left for reference on these items. Like the resource guide that used to be given out, but cut due to costs. Including print screen instructions.
- Staff Council is currently personally greeting exempt staff with our welcome program and are intending on adding a brown bag lunch for new hire six months in, to review, check on missed items and network with other new employees.
- HR is focusing on “Before” you get to your desk first day assistance. Phones, PC, desk supplies etc or someone to assist you in getting these items on your FIRST day. Extend it to relocating information... where to get haircuts, DMV, etc.
- Directory discussion was brought up as a need to get back in production in some way, on line for departments to print their own copy or to view as needed. (Hard copy cut due to budgets)
- Notification of some type university wide to welcome employees on Bulletin, to broaden the welcoming efforts and tap into current staff that have the “welcoming attitude” we are looking to extend program/mentoring efforts.

Terry will provide copies of the Resource guide to each Staff Council member for review. Susan McDougall is the HR contact for the guide. Request for a Staff Council booth at the HR Fair to promote Staff Council. Pete Ronza will be picking up Wellness Center and this program should see more action in the future.

5. Open Constituents meeting, Oct. 13th; 11:30am-1:00pm 304MHC / TMH LL 9

- Menu – Kimm --Increased vegetarian chili counts
--Kept same menu water on tables and lemonade
- Publicity: -- email constituents (Pat)
--place article in Bulletin
--contact Sharon F. to put in weekly newsletter
--create and distribute flyers (Mike and Crixell will hand out flyers to remote areas)
--short introduction of Staff Council duties, site, and introduce members (opening **and** closing); info also on table sheets
- Technology- telecommuting, equip check in Mpls & St. Paul
 - Kimm will set up St Paul
 - Crixell and Mary will set up MPLS
- Logistics – moderator, nametags, walk misc. around, etc.
Survey? Door Prize? No door prize was recalled from last year nor will we have one this year.

Time was running out for catching shuttle so committee reports placement in agenda should be reviewed. Our HR representative communications have been taking most of the past meeting thus causing the reports to fall behind.

Staff Appreciation Award was introduced.

6. By-laws update.

Voted to accept and post updated By-Laws

7. Open constituents' issues:

None sent to the Staff Council mailbox.

8. Committee reports:

STAFF COUNCIL Committees:

- a. Elections (Linda Lee, Lisa)
- b. Web Page (Kimm, Cathy)
- c. Service Learning/Charitable Giving (Carol W., Jessica)
Service Project around Fall or Holidays. Volunteering and Food Shelve, UST list of areas past UST volunteering for those who cannot partake in the "group" service projects. Working with Gene Scapanski
- d. Welcoming/Mentoring (Linda Lee, Lisa)

UST Committees:

- a. Affirmative Action (Carol H.)
- b. Budget Advisory (Michael)
- c. Diversity (Carol W.)
- d. Fringe Benefits (Crixell, Jessica)
- e. Minneapolis Operations (Mary, Crixell)
- f. UCW (Cathy, Pat)
- g. Healthy U (Lisa)
- h. HRAC (Pat)

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

* 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.