

STAFF COUNCIL MEETING MINUTES
Wednesday, February 9, 2005
1:30PM-3:00PM
AQU 210

In attendance: Michael Andregg, Linda Lee Borovansky, Laurie Dimond, Carol Hagen, Lisa Keiser, Travis Putrah, Pat Reinhardt, Joanne Rhoades, Nate Rolloff, Erin Thigpen

Absent: Chris Cognetta, Kimm Thiboldeaux

Guests: Edna Comedy and Pete Ronza, Benefits and Compensation Manager
Pete and Mary Anderley will be alternating as the HR resource person at each Staff Council meeting.

1. Linda Lee gave the opening reflection.
Erin will do the reflection for the March meeting.
2. The minutes from the January meeting were approved as submitted.
3. Staff Council Elections:
Linda Lee reported there were 39 nominations. She has called 13 of the nominations, 5 of which said "yes" to having their name on the ballot. All nominees will be contacted by the end of the week. Schedule is as follows: submit bios by February 25th; ballots to the Service Center by March 7-8 and in the mail by March 11-14; due back March 22nd. Linda Lee will contact the newly elected members the week after Easter; she will introduce them at the breakfast.
4. Staff Appreciation Breakfast:
Laurie: working on obtaining door prizes.
Joanne: recommended the small gift for each attendee be a marker/highlighter; it was suggested it be imprinted with the Staff Council name and web site. Will ask Tony about the bookstore donating balloons as they did last year.
Lisa: spoke with Joe Kreitzer regarding the "Just Showed Up" band; need to remind him after spring break.
Pat and Nate: will update last year's invitation; send out by early March
Presentation: three suggestions: 1) Dave Nimmer's video interview with Father Dease regarding the new Mission statement; 2) softball team's video; 3) portion of Michael Naughton's talk on Careers vs. Job. The 3rd suggestion was voted as the preference; Laurie will contact Michael.

Discussion followed as how we could make this breakfast more an appreciation and/or recognition of staff that have gone above and beyond their job duties. It was decided that it is too late to do anything about it for this year's breakfast but Lisa will put together something in writing for next year.

Set-up for the breakfast will be on Tuesday at 2:30; be at the breakfast before 7:00 on Wed.

5. Issues UCW has asked Staff Council to look into:
 - a. More opportunities for working mothers –
 - job share: because of administrative issues – benefits, tuition remission, fairness, work production - this option is left up to the individual supervisors/departments but Pete will pursue this issue further.

- Child care in Minneapolis – no room for a child care center so it was suggested that those with child care needs adjust their hours so that they can take the shuttle to St. Paul.
 - Lactation room – there is one on the Minneapolis campus but hard to find a central location on the St. Paul campus because it is so spread out.
- b. Parenting leave policy –
Laurie handed out a copy of the Family Emergency/Parental Leave policy from the Employee Handbook on the Human Resources web site. The web site address is: www.hr.stthomas.edu/handbookandpolicies/CompleteHandbook.pdf
- c. Policy for same sex and/or non-marital relationships –
- benefits for partners
 - maternity leave
- Pete stated that at this time, the University is not in a position to consider such a policy.

6. Announcements:

Linda Lee passed around the “Welcome” card that is now being sent to new staff.

7. Committee Reports:

- a. Affirmative Action – Carol reported that there is a meeting this Friday.
- b. Budget Advisory – Michael urged all Committee members to attend the University Forum next week (Feb 15) as the significant budget shortages will be discussed and ways that the University will address this shortage.
- c. Charitable giving - email Erin by early March, any suggestions for a charity at the breakfast so that it can be put on the invitations.
- d. Diversity – no report
- e. Elections – see above
- f. Fringe Benefits – no report
- g. Minneapolis Operations – no report (this meeting conflicts with Staff Council meetings)
- h. UCW – Pat will be joining the Affirmative Action committee as a UCW representative
- i. Web Page – Nate added information regarding the Staff Appreciation Breakfast
- j. Treasurer’s report – be sure to give Erin receipts immediately
- k. Healthy U: Lisa and Nate reported there will be another Steps challenge starting 2/21; this time it will be a battle of the St. Paul and Minneapolis campuses.
- l. Mission: no report
- m. HRAC: Laurie reported that this committee is working on a new assessment tool to replace the current IODP.

8. Other Business/Constituents concerns

- a. Hard copy publication of the Faculty/Staff directory:
A constituent requested the Staff Council pursue when/if there will be a hard copy publication of the Faculty/Staff Directory. Edna Comedy stated that HR owns the data and that Telecomm owned the publication function. Laurie will check with Mark D. as to who owns this issue – Telecomm, HR, or his office.
Laurie handed out a document of screen prints that show the steps one can take to get directory information by going through the UST Web Directory. Doing a search through the web directory would provide more up-to-date information because it is updated daily from HR records. The steps to do a directory search in UST Web Directory are as follows:
- i. UST home page, click on **Faculty & Staff** in the listing in the upper left corner;
 - ii. Under **General Information for Employees**, click on People & Department Finder

- iii. Under **People Finder** do a search by "last name", "first name", "username", or "last name, first name", by clicking on the applicable option in the drop down box and clicking the Submit button; or Under **Department Finder**, type in the department name, then click on the Submit button.

Because of the expense to publish a hard copy of the Faculty/Staff directory, it was suggested that as a way to reduce this expense that departments are charged for the number of directories they request.

- b. ACTC joint staff meeting

This agenda item will be moved to the agenda for the March meeting because of time constraints.

The meeting adjourned at 3:10PM.

Respectfully submitted by Pat Reinhardt