

Staff Council Meeting Minutes

May 11, 2005

1:30 – 3:00 pm in AQU 210

Members present: Laurie Dimond, Nate Rolloff, Carol Hagen, Kimm Thiboldeaux, Lisa Keiser, Erin Thigpen, Pat Reinhardt, Michael Andregg, Linda Lee Borovansky, Crixelle Suteria, Carol Wilkie, Travis Putrah, Joanne Rhoades, Cathy Crowell

Absent: Chris Cognetta,

Guests: Pete Ronza

Laurie opened with **Reflection**.

Michael motioned to approve the minutes, motion carried.

The website has old minutes posted yet. Nate will check with Donna to get them updated and will also check with Donna if she can still do other updates as well.

Since is the first meeting with new members, for the next meeting certain actions need to take place:

- Setting up a meeting time that will work for all (including getting rooms scheduled)
- Choosing officers
- Choosing committees for members to be on

Issues discussed relating to the council:

Kimm T. had been filling in for a previous member so this is really her first term. There is a two term limit for council members but the council will need to determine whether a person can be elected to the council after having a break in service. This determination will need to be added to the by-laws.

The June 8 meeting will be in AQU 210, 1:30 – 3

Issue raised from the University Forum: Pete Ronza joined us and was posed the question of why there is a difference between the faculty and staff early retirement plans? Pete explained that the program for faculty was geared to buy out the faculty's tenure. He went on to explain that programs like this are usually trying to get the overall head count down. A company can set up their program however they like, as long as it is within the government regulations. UST's staff program had longer time lines (larger window of opportunity) and more ability to join the plan. So far, no staff members have been approved on the plan that Pete is aware of but there have been applications submitted. As for faculty, 14 members were approved on their plan.

There was a grievance issue discussed where an employee had reported a "wrong doing". Edna Comedy was looking into the particular incident.

A tuition remission question was raised as to how long things would be on hold if UST would be able to join a larger school group/category. The response was that it may not be discussed until fall when the group reconvenes.

The FBAC is not meeting over the summer and when they reconvene will need to discuss health care issues and programs offered at UST.

UST will be switching to a new performance review program. For finishing up on this past year's goals, the IODP form will still need to be used. The plan for next year is more of a

performance driven program. Training sessions will start next month and will be posted on Training Online. Employees need to start on their goals for the coming year which will be listed on the performance review program and manager's need to be trained on the program. The program does not split exempt and non-exempt employees but rather has differences for employees who supervise others or those who do not. Employees could use some of their current goals/objectives for the new process.

One of the questions sent to the Staff Council email box was regarding mixing 15 minute breaks with lunch break. An employee who works 4 hours is allotted a 15 minute break. However, that break can not be used in conjunction with lunch break to take a longer lunch break.

The council had drafted a letter to Mark Dienhardt regarding signage on campus. Some minor corrections were suggested and then that will letter will be sent. Mark's title needed to be corrected and a statement added that we are detouring potential income from visitors/guests.

Laurie will forward the email containing information about ACTC Staff Councils and if UST would like to host a meeting in the future.

Gifts were given to non-returning members.

All new members should be invited to the upcoming University Council forums and all are encouraged to attend.

Committee Reports

-*Affirmative Action*: (Carol H.) Their mission statement has been updated as well as the disciplinary policy.

-*Budget Advisory*: (Erin T./Michael A.) No report.

-*Charitable Giving*: (Erin T.) No report.

-*Diversity, Steering*: (Pat R.) Position for Director has been posted and they hope to have the search complete by August.

-*Elections*: (Linda Lee B./Travis P.) They will check Public Safety and Parking Services people that have served in the past to get ideas for members.

-*Fringe Benefits*: (Joanne R./Lisa K.) Policies are being discussed such as Leaves/Sabbaticals.

-*Healthy U*: (Lisa K./Nate R.) The end of year celebration was held and was a hit. Steve Trost did a presentation on planting. Read more at: <http://www.stthomas.edu/humanresources/healthyu/>

- *HR Advisory Committee*: (Laurie Dimond) They are working on the Pay for Performance policy.

-*Minneapolis Operations*: (Joanne R./Travis P.) New buildings are going up according to schedule.

-*Treasurer's report*: (Erin T.) No report.

-*UCW*: (Pat R.) They would like to get a mentoring program started possibly like the School of Law has. They would like Leadership Academy to help promote and/or train the program.

-*Website*: (Donna Baisden/Nate R.) Nate will check with Donna on updates.

Meeting was adjourned..

Please feel free to contact a Staff Council member if you have any questions or suggestions.

Respectfully submitted,
Nate Rolloff

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.