

STAFF COUNCIL AGENDA

Wednesday, April 12, 2006

1:30PM – 3:00PM

St. Paul, AQU 210

**In attendance: Pat Reinhardt, Lisa Keiser, Kimm Thiboldeaux, Mary Madigan, Carol Wilkie
Linda Lee Borovansky, Carol Hagen**

1. **Opening reflection** – Linda Lee

- Reflection for May meeting: Carol H.

New schedule will be in order of council member starting in June and will continue in this order.

Council Member	Reflection for Month of:
Linda Lee Borovansky	June
Jessica Cook	July
Cathy Crowell	Aug
Barb Joynson	Sept
Mary Madigan	Oct
Kevin Reardon	Nov
Pat Reinhardt	Dec
Crixell Suteria	Jan
Kimm Thiboldeaux	Feb
Carol Wilkie	March
Ellen Uhrich	April
Jennifer Wake	May

2. **Secretary's report** - Kimm

Minutes from the March 8th meeting submitted by Michael were approved.

3. **Treasurer's report** – Crixell

Crixell was unable to attend meeting today.

Expenses from Appreciation Breakfast were submitted. Printing/folding/labeling of ballots and invites = \$ 385.09, Catering and Flowers = \$1780.00 Award = \$118.00.

Welcome cards expenses were also incurred in April, Linda Lee will forward these to Crixell.

4. **Committee reports:** Reports were skipped this meeting.

STAFF COUNCIL Committees:

- Elections (Linda Lee, Lisa)
- Web Page (Kimm, Cathy)
- Charitable Giving (Carol W., Jessica)
- Welcoming/Mentoring (Linda Lee, Lisa)

UST Committees:

- Affirmative Action (Carol H.)
- Budget Advisory (Michael)
- Diversity (Carol W.)
- Fringe Benefits (Crixell, Jessica)
- Minneapolis Operations (Mary, Crixell)
- UCW (Cathy)
- HRAC (Pat)
- University Strategic Planning Task Force (Pat)
- Climate issues – Jessica, Michael

5. Review Election process

There was a constituent concern on returning the ballots to a council member who was also running for a term. Council decided in the future it was appropriate to have ballots returned to the Council Mail box # 4221. Bylaws state that the vice president of the council and election committee will count the ballots. Amendment needed to state this clearly and to add that if the VP is also a candidate who will take over the duties of counting ballots. Out of the 370 non-exempt employees 95 returned ballots. This years ballots were turned over to Lisa, Staff Council VP, for official counting.

6. **Review Staff Appreciation breakfast:** est. guest count 175! Many thank you notes and comments were received this year and shared with council members present. Council members compiled comments and noted the positive changes noticed by constituents attending breakfast for future breakfasts.

Invitation - Physical Plant Union employees are not included on label request. Noted to remember to request and send the 90 extra invites. Mailing ballot with invite also was agreed to be a good practice and will continue next year. It also appears that shortening the reply deadline worked better by the number of replies received this year.

Small gift – Chap Stick was well liked, even empty seats were taken at end of program. Location of extra is needed for Welcome Letters and as tokens for Chaska Location for not being able to attend.

Menu – Menu will be kept the same. Concerns over left over orange juice at end of event. Kimm will check the possibility of having carafes on tables as apposed to filling each cup thus attempting to cut amount of waste. Possibly one of water one of orange juice. Number of carafes available will dictate decision for future breakfasts.

Entertainment/program – The amount of comments from this year’s breakfast dictates the direction of following breakfasts. Keep at end of program and have guest of the same level as Klondike Kate. High energy and interactive. Possibly placing a call to the community for more constitutes with talent to share/perform at breakfast. Allot of guests wanted to hear more from Klondike Kate!

Door prizes – Collecting gifts is a two-person job. One for the UST departments and one needed for outside donations. Everyone agreed the style of this year door prize drawing was well received and will continue in the manner used at this year’s event. Adjustments to be made next year: Copy of gifts for announcer, Copy of gifts at table for name logging and a copy to be enlarged and attach name pulled to gift and council members in crowd to hand to guest as claiming coupon.

Staff giving – one large box and three grocery bags full of food donations and \$110 in cash was collected for Second Hand Harvest. Carol W noticed that there was a large amount of additional cash donations after event due to telling guests how much food can be purchased with each dollar donated. It was also felt that the connection to the Holiday food drive being for the same (Second Hand Harvest) and hearing the report of that drive also helped.

FOOD SERVICE STAFF: Previous years a movie pass was given to Food Service employees that are required to work over the breakfast to feed our students. It was decided that this year will be the last year and we will inform these staff members to return their RSVP’s to be eligible for the unable to attend drawings or possibly giving the small gift to each as well. The only workers that will receive movie passes will be the ones that actually work the event.

NOT ALLOWED TO LEAVE FOR BREAKFAST STAFF: There still seems to be an issue with staff members getting the clearance to leave their area to attend some or all of the breakfast. Need to look into getting assistance from Exempt Council in directing managers to allowing non-exempt employees to attend.

Review Staff Council Appreciation Award

Award process & selection of recipient appeared to go smoothly and amount of nominees was higher than projected for the first time.

Posting announcements in MHCC in enclosed case by the Grill will be after May. The space is booked through May. Another option would be the wall bulletin is open and we could use the assistance of Jennifer Wake's area to complete and hang the display this year. It was decided that we would book the enclosed case by the Grill now for each year to announce the candidates and winner. Bulletin announcement and Staff Council Web posting will also be done each year announcing the winner of the Annual Award.

The award itself will remain the same design until it is discontinued. Each year will state "1st Annual, 2nd Annual etc..."

7. Constituent issues (Pat)

- **Meeting with Edna-** Submitted questions regarding employment policies are outside of the Staff Council's duties as advocates for non-exempt employees and a standard reply directing these issues will be designed and set into place. Dispute / Grievance Policy is being reviewed and posted in employee handbooks and should be included in our "standard reply" for employment policies concerns
There is also a concern about the statement of "representing" non-exempt staff. It is felt that this should be changed to "advocates".
By-laws should also be updated back to Chair, Co-Chair; committees do not use president and vice president. By-law updates will be reviewed with new council members at June meeting. (Snow day policy – was current issue that directed the meeting with Edna and need for the standard reply request)
- **Request from Ellen Kennedy** - Ellen Kennedy has requested our assistance in collecting gently used Prom dresses or evening dresses to be donated to Lincoln international high school students. (Bulletin Article 4/12/2006)
Due to short deadline, the Council will not assist this project. We are willing however to have poster at next years Staff Breakfast if Ellen will be continuing her involvement with the drive. Thoughts of old prom photos with touch of humor...
"Wondering why you held onto your prom dress?" Or "Have one of these in your closet? Now's the time to let them go..."

8. Old Business

- **Exempt Council update (Pat)** – April 18th meeting scheduled with Edna Comedy and Mark Dienhart to review proposal and by laws. Edna and Mark will then present to A.A.L..
 - a. Non-Exempt Council would like to extend an invite to Junes meeting to provide first order of discussions on department managers not allowing staff to attend appreciation breakfast.

***Next meeting: May 10th, luncheon meeting with incoming and outgoing council members
12:00-1:15 lunch in the O'Donnell Room meeting to follow.***

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	At-Large	2-5030	JRC LL56	*2005-2006
Cathy Crowell	Academic	2-5786	SOD	2005-2007
Carol Hagen	Administrative	2-6704	AQU 106	2004-2006
Lisa Keiser	Academic	2-5982	5003	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	Physical Plant/Security			

- completing another's term

2006 – 2007 Council Members

Council Member	Constituency	Phone	Campus Mail	Term
Linda Lee Borovansky	Administrative	2-6417	LOR 508	2006-2008
Jessica Cook	Academic	2-5030	JRC LL56	2006-2008
Cathy Crowell	Academic	2-5786	SOD	2005-2007
Barb Joynson	Administrative	2-6434	ACR	2006-2008
Mary Madigan	Mpls/Chaska/Gainey	2-4140	TMH 207	2005-2007
Kevin Reardon	Auxiliary	2-6673	4076	2006-2008
Pat Reinhardt	Academic	2-5150	5027	2006-2008
Crixell Suteria	Mpls At-Large	2-4961	MSL 100	2005-2007
Kimm Thiboldeaux	Auxiliary	2-6060	5049	2005-2007
Carol Wilkie	Administrative	2-6962	DEV	2005-2007
Ellen Uhrich	St Paul At-Large	2-5728	4273	2006-2008
Jennifer Wake	Auxiliary	2-6130	4024	2006-2008

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.