

STAFF COUNCIL Minutes
Wednesday, August 16, 2006
1:30 PM – 3:00PM, AQU 210

In Attendance: Barb Joynson, Pat Reinhardt, Debbie Shelito, Kimm Thiboldeaux and Jennifer Wake

1. Opening reflection – Barb

- Reflection for September meeting:

2. Secretary's report - Kimm

- Minutes from the July 19 meeting Approved with the addition to Strategic Planning

3. Treasurer's report – Debbie

- Request \$ 50.00 check for Diane Tibodeau memorial – November will be dedication of plaque
- Contact Crixell for updated report and Pat will contact Controllers office to change access to Debbie

4. Staff Council vacancies (2)

- Crixell Suteria due to difficulty committing time to Staff Council
- Carol Wilkie recently accepted an exempt position within the Development Office. Carol also served as the Vice President of Staff Council and we will need to discuss at next meeting when more council members are present on how we want to fill this position. Call for volunteer or vote. Last nominations had one extra nominee but they too have taken an exempt position.
- Two open seats are MPLS at large and Administrative, all current members should think of and start recruits for discussion at Septembers meeting.

5. Committee Reports

STAFF COUNCIL Committees:

a. Elections (Linda Lee, open- council vice president)

Linda Lee is not in attendance, no report available

b. Web Page (Kimm, Cathy)

Update vacancies and add Mike Griffin to members.

Q & A section needs to be updated and planned on how we are going to set this area up for current and future questions and answers.

c. Charitable Giving (open, Jennifer)

Jennifer looked into For Our Kids for Staff Council's focus this year. For Our Kids offers academic support for local neighborhoods with school supply drives, gifts at holidays, etc. Since St Thomas is an educational institution Jennifer felt this would be a good connection for students, faculty and staff for donations of school supplies. Book bags, pencils, notebooks all things available in the Universities bookstore making giving easier.

Web site: <http://www.4rkidsinc.org/>.

Jennifer has access to bulletin boards on campus and student workers that will be more than happy to assist in promoting the drive. Pat is going to be sending an email to all non-exempt employees and will add this drive to that notice to attempt to keep drive in line with the start of the academic year. Collection boxes should be kept in Offices to prevent donations from being reclaimed by students in need here.

d. Welcoming/Mentoring (Linda Lee, Debbie)

Linda Lee has been on vacation and new employees were sent to her, Pat will forward to Debbie so we can have distribute at Septembers meeting.

Update on HR buddy program: has gone to the Affirmative Action, Diversity and AAL twice, system has been renamed New Employee Ambassador Program. Has been proposed as a very informal process of connecting a new employee with another employee the first week of employment to assist in finding services across campus. Staff Mentorship is being proposed as a more formal mentoring program for all staff. Joint support with Human Resources and Diversity. Has not been formally approved at the AAL level but has been identified as programs that warrant further research.

UST Committees:

a. Affirmative Action (Barb)

Meeting on the 26th finishing up proposals for affirmative action plan for sending to the city of Minneapolis.

b. Budget Advisory (Jennifer, Ellen)

No meeting

c. Diversity (open)

Pat will fill opening as contact for Sarah Spenser's reports to Staff Council. Will redirect request to have a non-exempt council member seat with the roll out of exempt staff council and Sarah's holding that seat as an exempt staff member. Possibly every other term rotate between exempt and non-exempt.

d. Fringe Benefits (Open, Debbie)

Meetings start in September

e. Minneapolis Operations (Mary, open)

No report

f. UCW (Cathy)

No report

g. HRAC (Pat)

Meetings start in September

h. University Strategic Planning Task Force (Pat) Meets on Monday 21st.

1. Developed a timeline for Phase II: Initial Implementation

* August-September: EVP's select strategies for their "Strategic Planning Units" (SPU) to implement and assess

* October 1: Task Force receives SPU reports from EVP's; analyze trends

* October 18-19: present progress report to Board of Trustees (also at February & May meetings)

* January 1: Task Force develops resources for full implementation of strategic planning process

* May 2007: full implementation of Strategic Plan

2. Reviewed, and approved, the draft of the Goal and Strategy Planning Worksheet to be completed by each SPU

3. Discussed proposed draft of principles for civil discourse, priority #3 under Catholic Identity, as a sample for other SPU's to use as a guideline

Reminder: After your meetings please forward a report to Kimm for minutes. This way we will prevent missing reports with amount of issues council is focusing on.

Climate issues: Ellen

Ellen not in attendance to provide update

6. Constituent issues

- a. **Ramp Parking Update** - Pat will provide email to secretary and web committee for posting the submitted questions and their response. **Keeping individual who submitted question anonymous.**

Q: I would like to know how many parking slots are available for employees in the new ramp under McNeely and the number of employees who are buying parking permits to park there at \$700 a pop. And, the same information for the Morrison Ramp--and is that also \$700 a year?

A: There 118 spaces in the McNeely Ramp at last count. We have sold about half the spaces so far and expect to sell more as the school year comes closer. The Morrison Ramp is actually mostly used as a resident parking lot. Permit for them are sold at \$450/year. The other part of the Morrison Ramp is used as Ramp Contract parking at \$1080/year. These have always sold out with a long waiting list behind.

- b. **Update on Pay for Performance** – There is still many questions with constitutes on the actual process and how the results are figured into the actual amount of salary increase. Now that the letters of results were distributed these questions and concerns are growing. Allot of feedback being that there was allot of extra paperwork and meetings for nothing, results were so disconnect from the pay reflected.

Most are under the assumption that this was going to be more rewarding in reflection of their pay increases. There seems to be confusion on how the salary pools work and how this effects each department or unit. Appears that there are allot of employees and council members that felt that the whole universities salary pool was one, not unitized or by departments. Kimm clarified to the council by sharing the example within Auxiliary Services. Auxiliary Services has six units that receive a portion of the over all Auxiliary salary pool. Each unit receives a percentage of that Auxiliary pool reflective to the number of employees (salary needs) each unit has, then within that unit pool the pay for performance results were taken from, not a campus wide salary pool shared by all.

A lot of feed back that the new plan didn't meet the adjustments for parking fees for some and this was not received well.

7. Open Constituents Forum review:

- Bulletin board week prior to the Open Forum promoting attendance and opportunity to get questions answered. Using Jennifer's student staff to assist in creating space. Also directing non-exempt to Staff Council web page.
- Having administrative panel to sit among the attendees at the Open Forum to open the "comfort" zone for questioning session following the lunch as well as a staff council member to note questions/topics of discussion. Possibly leaving them at tables and having the wireless mic brought to them for answers to questions being addressed. Example a question is directed towards Benefits, Edna will stand at her table noting that she will take this question. A staff council member will walk the mic to her for answer. Possibly sharing questions and or concerns discussed at their table during the dining period. Or possibly have bucket for collection of questions and administrators come to panel after lunch and questions read and answered. Mark and Tom are all for this approach and Mark has requested a meeting with Pat to discuss the Open Forum format.
- Providing sheets at table or door for submitting questions as well to assist in comfort level.

- Will tape event, no notes will be posted this year. Check out tape and Kimm will contact Eric Larson if streaming could be placed on web page.
- Bulletin notice announcing meeting and placing a call for questions to be submitted. First week back? Bulletin board week prior to event promoting attendance and questions.

Was decided to invite Mark to September's meeting to discuss and finalize options for this year forum.

8. Discussions:

- Clarification provided on no overtime pay for Staff Council members while attending committee meetings is upsetting some current members. It is also felt that this is an added hindrance to recruiting new members. Reoccurring comments on issues with serving on staff council of not being able to serve due to being pulled from departments and requirements placed on some non-exempt employees to work over to make up work missed while attending not qualifying for over time, not supporting members to attend University meetings, all seem to promote that there is no benefits for serving on committee. With this in mind, it was decided to review budgets for possibly ordering catering treats for meetings and/or adding lunches other than the holiday lunch and welcome lunch. Trying to promote desire to serve will always be ideas council members will be thinking of and submitting to council for review. There should be some reason or reward for serving. Now it's almost a chore to be on the council and there seems to be no caring in the fact that you are serving.
- Kimm will work up some numbers and talk with Jerry if he can cut us a slight break in costs for next meeting. It was also discussed to move the meeting to be a working lunch meeting. With the attendance at today's meeting this will be revisited at the September meeting. Agreed to order bars and beverages for next meeting. Pat will approach budget manager for increase in funds to support this effort of "appreciation" for serving on staff council. Help to promote desire to serve.
- New council members questioned knowing who their "group" of constituents is. Is there a way that we could get a listing of who falls in our representation? Possibly think about incorporating seating at Breakfasts and Open Forums so staff council representatives are. Rolls into our attempt to promote Staff Council and its members, what we do, where to submit questions.
- Some concern was shared to the disappointment in the gifts at the Appreciation Breakfast. New council member shared that they had heard allot of discussion at her table and surround tables as well as after event comments on constituents wanting less little or recycled gifts and better bigger gifts knowing that an employee might leave the breakfast without a gift would be better appreciated than the small token gifts used to insure all attendees get something.
- Drive for donations should be on going by all staff council members. Kimm will discuss with Bruce if it is appropriate to approach our eXpress vendors for more donation gifts for the breakfast. It was discussed that the donation drive is too much for one person and it was suggested that each Council member responsible for 5 door prizes. One day pass for winter ramp parking suggestion was submitted. Discuss department assignments so dual requests are not made.

- Kimm volunteered to do the eXpress vendors. Who the vendors are was questioned. Current vendors are Phillip 66, Davanni's, Café Bene, Tangerine Dreams, Café 128 and Trotters Café. Kimm further explained the 10% off gas by using eXpress at Phillip 66. Council mentioned that an announcement should be sent by auxiliary announcing the vendors since the majority of council members did not know who vendors are.
- Table tents at tables or on boards announcing who donated gifts, might assist in getting donations.

Next meeting: September 20, 2006; 1:30PM, **AQU 210** *note room change from master schedule*

2006 – 2007 Council Members

Council Member	Constituency	Phone	Mail #	Term
Linda Lee Borovansky	Administrative	2-6417	LOR 508	2006-2008 (2 nd)
Cathy Crowell	Academic	2-5786	SOD	2005-2007
Mike Griffin	Auxiliary Services	2-5100	4081	2006-2007*
Barb Joynson	Administrative	2-6434	ACR	2006-2008
Mary Madigan	Mpls/Chaska/Gainey	2-4140	TMH 207	2005-2007
Pat Reinhardt	Academic	2-5150	5027	2006-2008 (2 nd)
Debbie Shelito	St. Paul At Large	2-6023	AQU 110	2006-2006*
Vacant	Mpls At-Large	2-4961	MSL 100	2005-2007
Kimm Thiboldeaux	Auxiliary Services	2-6060	5049	2005-2007
Ellen Urich	Academic	2-5728	4273	2006-2008
Jennifer Wake	Auxiliary Services	2-6130	4024	2006-2008
Vacant	Administrative	2-6962	DEV	2005-2007

* filling a vacancy

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.