

**STAFF COUNCIL MINUTES**  
**Wednesday, January 11, 2006**  
**Aquinas 210**  
**1:30 – 3:00 p.m.**

**1. Opening reflection – Kimm**

**2. Update on the strategic planning process – Dr. Scapanski**

In October of 2005, Father Dease announced through the Bulletin Today, the plans to update and revise the Strategic Direction of the University. The Strategic Direction was last approved in 2001. In 2002 the university's portfolio funds were greatly depleted with the plummet in the stock market. Then in 2003, key strategic planners left the university and reorganization took place with Father Dease directing the following as the top three tasks. First, the mission statement needed to be revised, second the strategic planning needed to be updated and thirdly implementation of the strategic direction. As a community, input was requested keeping three themes in mind: "**Access, Excellence and Catholic Identity**" The University Task Force on the Strategic Planning will gather and input this information into proposed priorities for the University and these will be brought back to the community in the spring for further analysis and discussions.

Process phase one now to May: List of priorities

Gathered from Academic Deans, Directors, and their units, four questions were asked.

- 1) Where are we now on each of these strategic themes? How have we succeeded or failed in advancing them in the recent past?**
  - 2) What specific, university-wide priorities must we accomplish to advance these strategic themes? (Please suggest your three top priorities/goals- in sentence form- for each theme. Include a brief rationale for their importance.)**
- If you have time:*
- 3) What would success look like if we were to accomplish these priorities/goals?**
  - 4) What concrete strategies might we pursue in order to achieve these priorities? (Describe briefly.)**

Currently finding there is unity or a common thread in the responses they are receiving that is university-wide. Diversity and Catholic Identity will surely be brought forward as a continuing strategic plan from the past. Suggestions will be compiled and sorted; then be brought forward to large groups much like the mission statement was for feed back and input from the community as a whole. After these processes, the list will be compiled and brought to Father Dease to approve and bring to the Board of Trustees.

Implementation phase:

What kinds of resources are needed and where to locate them to implement the plans, and continue direction to achieving/completing them. Every unit of the university will then go back and look at how they translate these priorities, in the context of the mission, into action for their unit. The Five-year plan will be revised as well so that our conviction of Diversity is translated into the Five-year plan to incorporate the Diversity plan. Our hope is that each unit will then be informed on how they should be operating toward these goals.

**Q & A:**

***Aren't 9 or 10 too many directions?*** Not really, this is a normal amount for universities thinking of the variety of units each holds. We may have three or four directions under each of the three themes: Access, Excellence and Catholic Identity.

***How have the students been involved so far and in the future?*** ACC has been involved and will have a seat on the Task Force as well as Student Services. In September, we had a retreat with them on Mission, in February we will have a retreat on the Strategic Directions. In our cross, discussions coming up we will also invite students to participate with the faculty and staff members of the community. We have been soliciting their participation and input.

***You have mentioned Mission Themes and Strategic Directions: Is it Mission over arching over the Strategic Direction or do you see the Mission lasting 20 – 30yrs and Strategic Directions lasting 5 – 7 years?*** I would hope that our mission visions and convictions would last us for a while. It had been fourteen years since they were last revised. It is not that our mission has changed that much over the years, but we have reformulated it to meet new situations the university is facing with change. We are thinking of it as long term fundamentally. Strategic Directions then are to accomplish that direction or Mission. They serve the mission and help to implement it and make it concrete. As we work on them we will discover new ones and this will be a rolling process what we have accomplished, what we want to or need to accomplish to continue in the direction.

***Some staff members were included in the initial discussions for each unit and some were not. Not only campus wide but within departments. I would like to address that those whom were not involved will still have opportunities to participate or be heard in the decision-making phases of forming the Strategic Direction.*** One of the things that we think of in surveying people is that in a group of 100 you will get similar answers where as the larger the sampling pool the more divers answers you will receive and this widens the pool per say of directions university wide that should be considered in planning the directions. We recognize that this may not have been an option for many. It is our hope that with the open discussions we are capturing those who have not had chances to participate at this time.

**3. Staff Council Recognition Award**

- **Award Criteria – Pat, Lisa, Linda Lee**

Gene Scapanski made the following suggestions: Include the Mission on the sheet/page with links to full or extended examples or note on each to requirement: relates to Mission representing conviction # 1, thus continuing and furthering the community's knowledge of the Mission and its convictions.

Current criteria will be used and reviewed after 1<sup>st</sup> year.

- **Rename award?**

First Annual Staff Council Appreciation Award

Second Annual Staff Council Appreciation Award, etc.

- **Review award process – Pat, Lisa**

Staff Council can nominate, but cannot run

Entire community can nominate

Staff council and Gene Scapanski will review nominations and decide at meeting prior to the Staff Council Appreciation Breakfast in April (March Meeting)

Change wording to a page or less nomination (not 500 words) Feb 1 Bulletin, Due Feb 24, posters ASAP

All nominees should be listed at breakfast – continue to discuss at Feb meeting.

- **Approval of flyers and posters – Jessica, Carol H.**  
Add Mission convictions to flyer and nomination flyers.  
Bulletin announcement, mailbox flyer, Verbal announcements to AAL and ACC  
Calling will be sent out in conjunction with the nomination flyers.
- **Decide on award; i.e., plaque, certificate – Mary**  
**Feb meeting: (\$ 100.00 – \$ 200.00 budget) review items below**  
How to notify recipient  
Something for all nominated? Post on site all nominated or will this take away from the winner? “In appreciation for your efforts in making the university of St. Thomas.” Continue to select award and rush order- possible have generic model to give at breakfast (display month nominations open to stir desire) and order with name engraved for winner to keep.

**4. Secretary’s report - Kimm**

Minutes from the December 14, 2006, meeting approved

**5. Treasurer’s report – Pat for Crixell**

\$3,303.55 -- Catering debits still not showing on account. Kimm will check with Jerry Sweeney to see where he is in sending internal billing to bring account current. Council agrees the \$100 – 200 budget for award is doable.

**6. Committee reports:**

**STAFF COUNCIL Committees:**

**a. Elections (Linda Lee, Lisa)**

Elections forms will go out with the Appreciation award fliers. Add to form Non-exempt (hourly employee), Academic (2), Administrative (2), Auxiliary Services (2) and At Large-St. Paul.

**b. Web Page (Kimm, Cathy)**

The Web site is current. Will add First Annual Staff Council Appreciation Award information to web

**c. Service Learning/Charitable Giving (Carol W., Jessica)**

Second Harvest drive: cash total final was \$600 – 700. Food has not been weighed as of yet. Looking to continue with Second Harvest.

**d. Welcoming/Mentoring (Linda Lee, Lisa)**

New employees paired with welcoming council member  
Michael: Safety  
Mary: MPLS  
Lisa: Financial Aid

**UST Committees:**

**a. Affirmative Action (Carol H.)**

**b. Budget Advisory (Michael)**

Again calling attention to the vacant seats (2) on this committee.

**c. Diversity (Sarah Spencer, non-member) \* Note: change in representative UDAC**

**d. Fringe Benefits (Crixell, Jessica)**

**e. Minneapolis Operations (Mary, Crixell)**

f. **UCW (Cathy) \* Pat resigned from this committee**

g. **HRAC (Pat)**

h. **University Strategic Planning Task Force (Pat) \* New committee**

**7. Constituents issues:**

- Request to pick-up box for Second Harvest
- Other issues?

**8. Staff Council Recognition Award proposal**

- **Invitation to non-exempt staff**

Last years on file

Returned by March 25; check last year's with this year's calendar

- **Small gift (Mary and Crixell)**

**Drawing gifts: ( )**

- **Menu – room (Kimm)**

RFS has been submitted and confirmation of room reservations done.

MHC 304 April 4 from noon to midnight for set up.

Staff council members to meet in room at 2:00 pm for table set up.

Breakfast April 5 6:00 am – 11:00 am; same menu as last year ordered.

- **Entertainment (Pat and Jessica)**

Just showed up band –

Video again...

Next meeting: February 8th in St Paul.

Nominees should be listed at breakfast – continue to discuss at Feb meeting

**Feb meeting: (\$ 100.00 – \$ 200.00 budget) review items below**

## 2005 – 2006 Council Members

<b>Council Member</b>	<b>Constituency</b>	<b>Phone</b>	<b>Campus Mail</b>	<b>Term</b>
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	2006-2007
Carol Hagen	Administrative	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:

#4221

Staff Council website:

<http://www.stthomas.edu/staffcouncil>

Staff Council Email:

[staffcouncil@stthomas.edu](mailto: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](http://www.stthomas.edu/staffcouncil). We want to make sure we are addressing your concerns. We are always glad to hear from you.