

STAFF COUNCIL MINUTES

Wednesday, June 14, 2006

1:00PM – 2:30PM, Mpls., TMH 346

1. Opening reflection – Linda Lee
 - Reflection for July meeting: Cathy C.
 - Introductions of new members for those who were not in attendance at the welcome lunch meeting.
 - Mike Griffin*, who is considering filling the Auxiliary Services vacancy as a result of the departure of Kevin Reardon was unable to attend today's meeting.
 - Open reflections schedule explained to incoming council members. Alphabetically on council listing (available on Council web and end of minutes) Starting with June.
2. Secretary's report - Kimm
 - Minutes from the May 10th meeting were approved
3. Treasurer's report – Crixell
 - Crixell was not present at meeting so no treasurer's report.
4. Determine Committee assignments: (* = vacancy)
2006-2007
 - Staff Council President: Pat Reinhardt
 - Staff Council Vice President: Carol Wilkie
 - Staff Council Treasurer: Crixell Suteria
 - Staff Council Secretary: Kimm Thiboldeaux

STAFF COUNCIL Committees:

- a. **Elections (Linda Lee, Carol)**
- b. **Web Page (Kimm, Cathy)**
- c. **Charitable Giving (Carol, *)**

Jennifer Wake expressed an interest at the last meeting and will tentatively be placed on this committee and will review with her at next meeting.

- d. **Welcoming (Linda Lee, *)**

Debbie Shelito filled vacant seat

UST Committees:

Pat noted that if the Exempt Staff Council is approved, some committees where we currently hold two seats may be split with an exempt staff council member. It was decided to fill all our seats at this meeting and work with the change when/if the council is approved. Possibly splitting the seat with the two Staff Council members assigned at this time.

Kimm noted that council members on UST Committees should send brief notes to her after the committee meets. In the past year we have often ran out of time for briefings on UST Committees and this would provide a way to stay informed with what is happening on each committee.

- a. **Affirmative Action (*)**
- b. **Budget Advisory (* *)**
 - Jennifer Wake and Ellen Uhrich offered to fill seats
- c. **Diversity Advisory (Carol)**
 - Pat will contact Helen Hunter for assistance in minutes from this council
- d. **Fringe Benefits Advisory (Crixell, *)**
 - Debbie Shelito will fill vacant seat
- e. **Minneapolis Operations (Mary, Crixell)**
- f. **UCW (Cathy)**
- g. **HRAC (Pat)**
- h. **University Strategic Planning Task Force (Pat)**

Climate issues *

Two Staff Council representatives that were very involved and attended UST employee gatherings on Climate Issues and kept us updated have left Staff Council. It was decided that Staff Council would like to keep up on these meetings and Ellen Uhrich offered to continue to attend posted meetings and inform Staff Council what is happening or being discussed at these employee meetings. Ellen will also keep committee members advised of meeting dates so that those able to also attend will have the option.

5. Set meeting schedule for 2006-2007:

Tentative date for Open Constituents meeting is October 17th 11:30 to 1:00
Tentative Staff Appreciation breakfast will be April 11th or April 18th.
Pat will confirm dates at July meeting after review with Administrators.

Monthly meeting has been changed to the third Wednesday of each month, because of conflict with the Mpls Operations meeting. Time will remaining at 1:30pm-3:00pm. Every third month Council will meet in Minneapolis (Sept., Dec., March, and June)
Kimm will correct standing room reservations to match new dates as listed below:

2006- 2007

July 19	moving time to 1:00 – 2:30 (for a 3:00 booked event)
August 16	AQU 210 1:30 – 3:00
Sept 20	MPLS -TBA
October 18	Hormel room MHC 250A
November 15	AQU 210 1:30 – 3:00
December 20	MPLS –TBA Holiday Lunch meeting
January 17	AQU 210 1:30 – 3:00
February 21	AQU 210 1:30 – 3:00
March 21	MPLS -TBA
April 11 or 18 th	depending on when we host appreciation breakfast
May 16 th	Lunch meeting with newly elected council members – Rogge

2007-2008

June 20	MPLS -TBA
July 18	AQU 210 1:30 – 3:00
August 15	AQU 210 1:30 – 3:00
Sept 19	MPLS -TBA
October 17	AQU 210 1:30 – 3:00
November 21	AQU 210 1:30 – 3:00

6. Establish goals for the Staff Council in 2006-2007.

1) Update Bylaws

2) Reformat Open Forum

Better Venue to support feeling of openness with questions
Better venue for feed back from attendees and non attendees
Publicity for venue to submit pre- questions

3) Ways to recognize more non-exempt staff: show value or awareness of; educate the university community what staff do and what department's contributions are to the University. This will be a continuing effort for the Staff Council.

*****collaborate with exempt council (if approved) to assist and support our appreciation of non-exempt employee efforts.***

a) Spotighting: to show gratitude to the behind the scenes departments/employees

b) Website: to submit anniversaries and/or accomplishments

c) Names of new hires posted on a welcome page on SC site or Bulletin

- d) Host a lunch in the fall for new hires to see how they are adjusting and finding things on campus and renew the our welcome mission
- 4) Educate Community on Staff Council and its web site
 - a) survey on what do you think Staff Council can do for you
Or what would you like to see Staff Council focus on.
 - b) More PR for Staff Council using bulletin, posters and occasional flyers.
- 5) Collaborate with the Exempt Council / Faculty (if approved)
- 6) Collect and Maintain Staff Council Historical Data from archived files.
How staff council started and when, who served through the years, what changes / improvements at the university has the Staff Council been key players in accomplishing.

7. Constituent issues

- a. Kevin Reardon's email: climate issue and "second class" feeling of non-exempt staff were some concerns stated in his farewell letter: It was decided that the Staff Council will continue to focus on the feelings of being "second class" and under appreciated within the non-exempt staff.
- b. Update on meeting with Edna Comedy (Pat) resulting from Mike's addition to minutes while recording minutes in Kimm's absence and portions of Kevin's letter.
 - Edna reviewed that PTL is not unfair to employees and it actually provides more time since sick days are rolled into your total number of days and can be taken without an illness and not lost for not being used.
 - Time commitment for Staff Council meetings & functions being a hindrance in filling Staff council seats due to unit pressures. Staff Council is a university committee and administrators are in full support of the Staff Council. No one should be made to feel like they have to make up the time they were away while serving on any committees or functions associated with the Staff Council. If there are instances that members are feeling this sort of pressure, she would like to be in formed of the unit that is requiring this of its employees. Edna did state however, that you cannot get overtime for attending council meetings that run past a member's normal hours or get overtime for working over to "make-up" work not completed while attending meetings. The Resistors, IRT and Food Services units were mentioned as area's having difficulty releasing employees for events or service on councils.
 - Ellen expressed thoughts on her concerns with comments heard from Security and Custodians expressing feelings of being understaffed, of what can we do, why bother getting involved, nothing changes; thus failing to express concerns or issues or becoming active in working for a change may be an issue in working on promoting involvement and possible the venue for open forums and climate issues.

8. New Business

- a. Exempt Council – if approved, invite two members to attend July's meeting and will discuss joint/sharing information.
- b. ACTC – item was not discussed due to shuttle schedule, tabled for July's meeting.

Next meeting: July 19 , 1:00 – 2:30 pm AQU 210

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
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	2006-2008
Crixell Suteria	Mpls At-Large	2-4961	MSL 100	2005-2007
Kimm Thiboldeaux	Auxiliary Services	2-6060	5049	2005-2007
Carol Wilkie	Administrative	2-6962	DEV	2005-2007
Ellen Uhrich	Academic	2-5728	4273	2006-2008
Jennifer Wake	Auxiliary Services	2-6130	4024	2006-2008
Vacancy	Auxiliary Services			

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.