

## **STAFF COUNCIL Minutes**

**Wednesday, May 10, 2006**

**Lunch 12:00PM – 12:45PM, O'Donnell Room**

**Meeting, 12:45PM – 2:00PM, O'Donnell Room**

1. Opening reflection – Carol H.
  - Reflection for June meeting: Linda Lee
  - Reviewed with incoming members the alphabetical order will determine who will provide opening reflections for the upcoming year(s).
  
2. Secretary's report - Kimm
  - Approval of minutes from the April 12<sup>th</sup> meeting
  - It was determined that the past minutes were not submitted in Kimm's absents to the Executive Vice President, Chief Administrative Office and the Associate Vice President of Human Resources and will be submitted with April's approved minutes.
  
3. Treasurer's report – Crixell

Account balance is doing well. Issue with authorization transferring funds in account, working with the controllers office to get this issue corrected. Was suggested looking at getting a generic ID for the Staff Council Treasurer to avoid this issue with each newly elected treasurer Password updates taking place with each replacement.
  
4. Welcome Barb, Kevin, Ellen and Jenny to the Staff Council
  - Thanks to Michael, Carol H., and Lisa
  - Goodbye from Jessica Cook after accepting an exempt position
  - Debbie Shelito was contacted to fill Jessica's seat and she has accepted.

Thank you to all of you for your support and efforts on the Staff Council!

5. Committee reports:

### **STAFF COUNCIL Committees:**

- a. **Elections** (Linda Lee, (Lisa leaving- open seat))  
*Starting in the fall prepares call for nominees mailing, Jan prepares Vote mailing*
  
- b. **Web Page** (Kimm, Cathy)  
*Responsible for posting/updating staff council website*
  
- c. **Charitable Giving** (Carol W., (Jessica leaving-open seat))  
*Selects years organization, publishes drives, drop boxes starting end of Nov.  
Posts updates periodically in Bulletin to keep drive awareness with community, reports at council appreciation breakfast totals for years drive.*
  
- d. **Welcoming/Mentoring** (Linda Lee, (Lisa leaving-open seat))  
*Collaborates with HR report all new non-exempt employees and prepares welcome card for Staff Council member to deliver and welcome to community.  
Mentoring side has been placed on hold due to the development of HR Mentoring Program.*

UST Committees:

- a. **Affirmative Action (open)** - three year term, one seat  
**Academic yr, once a month (usually a Mon Wed or Fri)**  
<http://www.stthomas.edu/committees/afaction/>  
*To promote affirmative action\* and equal employment opportunity\*\* by bringing campus-wide perspectives and experience to the consideration of policies and procedures related to the selection, development and retention of a diverse workforce.  
Currently working on writing policies for the university. Many policies and practices on the university are not documented.*
- b. **Budget Advisory (2-open)**  
**Friday afternoons**  
<http://www.stthomas.edu/committees/bac/>  
*The mission is reviewing the whole University Budget in order to set tuition increases each year for both undergraduate and all graduate programs.*
- c. **Diversity (Carol W.)** – two year term- one seat exempt staff (Sarah Spencer)  
<http://www.stthomas.edu/mission/diversity/udac.html>  
*The Council, in collaboration with other units, will address issues of diversity and equity as they relate to the recruitment, retention, and advancement of faculty, staff, and students-- particularly those from historically underrepresented groups and international populations; academic and student life policies and support; outreach, curriculum, research, scholarship, and creative activity.*
- d. **Fringe Benefits (Crixell, Jessica)**  
**Academic Yr, 3<sup>rd</sup> Thursday**  
<http://www.stthomas.edu/committees/fringebenefits/>  
*The primary purpose of the Fringe Benefits Advisory Committee (FBAC) is to advise University Administration on all aspects of the university's fringe benefits program. Mindful of the need for good stewardship, the FBAC reviews, monitors, and proposes changes to the fringe benefits program based on general market data and those from similar academic institutions. The committee also serves as a communication link among staff, faculty, and Administration*
- e. **Minneapolis Operations (Mary, Crixell)**  
**Second Wednesday, every month 1 – 3**  
*Consists of reps from each Minneapolis service area and Minneapolis schools. Meets monthly to review upcoming scheduled events on the Minneapolis campus to foresee any conflicts or issues to find solutions prior to event date. Downtown events also considered and discussed at these meetings. Discuss any Minneapolis Campus issues and find solutions as well, i.e.: shuttle, parking ramp management.*
- f. **UCW(Cathy)**  
**Meet once each semester.**  
*The University Committee on Women Coordinating Council is a council of the University Committee of Women that was established to address issues of the climate for women, students, staff, and faculty, at the University of St. Thomas. Resources, activities, and programs sponsored by the committee focus on educating and reaching out to the university as a whole, women and men. The Committee has a particular mission of support and advocacy for women. Members have the opportunity to receive communication through designated distribution lists, to work with their members on projects of personal interest, and to be nominated for the UCW Coordinating Council.*

**g. HRAC (Pat)**

**Academic yr, once a month, usually Friday**

<http://www.stthomas.edu/hr/related/default.html>

*The HRAC is an advisory body. Its charge is to advise the Associate Vice President for Human Resources on strategic issues that affect or may affect the human resources of the University. These may include issues arising in such areas as salary and benefits administration, performance management, human resource policies and procedures, diversity management, and equal employment opportunity.*

**h. University Strategic Planning Task Force (Pat)**

Two open hearings on proposed strategic priorities for the University of St. Thomas will be held on April 3 and 4th. these hearings are part of a year-long process to develop new strategic priorities for the University. The Task Force has developed a proposed set of priorities by listening to the community and drawing on six sources of information: UST Mission Statement, Existing strategic priorities, NCA Self-Study, Case Statement for a proposed Capital Campaign, Input from an AAL Retreat last fall, Suggestions received from the academic and administrative units of the university during the fall semester.

\*\* The university's climate issues following travel policies and discrimination incidents are currently the top priority on the University committees. The need to restore the welcoming community feeling on campus has become a focus and task for the upcoming year.

6. Elect officers:

President: Pat Reinhardt

Vice President: Carol Wilkie

Secretary: Kimm Thiboldeaux

Treasurer: Crixell Suteria

7. Set meeting schedule for 2006-2007:

It was suggested that the Wednesday of the month we meet be looked at to open availability for council members on the Minneapolis Operations council to attend meetings. Further discussions will be made on the schedule at the June 14<sup>th</sup> meeting in MPLS: TMH 346.

- Monthly meeting day and time (has been 2<sup>nd</sup> Wed each month, 1:30pm-3:00pm)
- Location; campus & room(? every 3<sup>rd</sup> meeting in Mpls)
- Determine date for open constituents meeting in October & Staff Appreciation breakfast in April
- Secretary will make room reservations following decision at June meeting
- Gathering of council history and possible link on Staff Council web for data

8. Establish goals for 2006-2007. Tabled for Junes Meeting

Bylaw review for election and seat direction to accommodate submitted nomination history to ease filling all vacant seats. Kimm suggested that each University Committee Council member submit synopsis to secretary following attending their assigned University Committee meeting, to compile and send to Staff Council members prior to meeting for review. This is suggested to avoid the issue of "no committee reports due to issues discussion/ lack of time". Any additional discussion could then take place at the Staff Council meeting. Continue working with Exempt Council's development.

9. Constituent issues

No constituent issues submitted.

### 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	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

<b>Council Member</b>	<b>Constituency</b>	<b>Phone</b>	<b>Campus Mail</b>	<b>Term</b>
Linda Lee Borovansky	Administrative	2-6417	LOR 508	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
Debbie Shelito	St Paul At-Large	2-6023	AQU 110E	2006-2007*
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	Academic	2-5728	4273	2006-2008
Jennifer Wake	Auxiliary	2-6130	4024	2006-2008

\* 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.