

STAFF COUNCIL Minutes
Wednesday, September 20, 2006
1:30PM – 3:00PM, AQU 210

Present: Linda Lee Borovansky, Cathy Crowell, Mike Griffin, Barb Joynson, Mary Madigan, Pat Reinhardt, Debbie Shelito, Kimm Thiboldeaux and Ellen Uhrich

Absent: Jennifer Wake

1. Opening reflection – no opening reflection

- Reflection for October meeting:

2. Secretary's report - Kimm

- Minutes from the August 16th meeting will be reviewed and passed via email.

3. Treasurer's report – Debbie

Budget was cut by \$ 330.00 this year. If we spend same as last year we will fall short. Debbie advised the council to omit the treats discussed at last meeting as a reward for serving on council since there aren't funds to cover the additional expense.

4. Staff council vacancies (2)

- At-Large-Minneapolis and Administrative

Council decided that we will make an additional call for volunteers at the Open Forum for the current openings on Staff Council. It was also brought up to discuss the demographics of representation and the need to actually have a person from that area on the council or if ok to just designate council member as the contact for representation in specified area.

- Cathy Crowell volunteered to fill the Vice President vacancy.
- Mary Madigan will be moving from MPLS Food Service to St. Paul, thus brings up the "locked in" seats. Discussions on leaving department and location not regulating the area a member is representing, but only having the seat names as the initial staff council member contacted for listed area.

5. Committee Reports

STAFF COUNCIL Committees:

a. Elections (Linda Lee, VP)

With Cathy filling the VP spot there was a need for ballot counting since Cathy will be a running candidate. Council member, Mary Madigan, offered to assist on the task of counting ballots.

b. Web Page (Kimm, Cathy)

Staff Council web site's migration has been pushed back. Data is current at this time.

c. Charitable Giving (Jennifer, Mike)

With Jennifer's absence, council tabled discussions on 4 Our Kids drives after turning from academic year supplies to possibly Christmas gifts.

d. Welcoming (Linda Lee, Debbie)

UST Committees:

a. Affirmative Action (Barb)

The Affirmative Action Plan for 2006-2008 has been accepted by both the City of Minneapolis and the State of Minnesota. It has also been presented to the AAL at its August retreat. Personal copies of plan will be given to committee at first 2007 meeting.

b. Budget Advisory (Jennifer, Ellen)

No Meeting

c. Diversity (Pat)

First meeting Friday September 22nd

d. Fringe Benefits (Debbie)

No meeting

e. Minneapolis Operations (Mary)

Committee has reached a time to reassess everyone's interest in attending the MOG meetings.

f. UCW (Cathy) 9/25/06

Corrine Carvalho, Director of the Women's Center, reviewed the material outlining the origins and mission of the UCW. It is clear that the organization has not been functioning exactly as planned when it was founded. The mission of the group is to serve as advocates for women on campus, which distinguishes it from the Luann Dummer Center for Women (whose purpose is to support open and diverse dialogue). In light of the different origins and missions, Corrine recommended that the UCW return to its original structure of a separate chair for the committee.

In order to address the questions about structure, membership and relationships to other groups, the committee will need to have a meeting of potential/real members/friends this semester. The committee will try to set one up in early November. At this meeting we will give people some background on the origins of UCW and the earlier Climate Studies, brainstorm about where we want to go, set priorities for this year and update current projects.

The next meeting of the UCW Coordinating Committee is set for October 16, 2006.

g. HRAC (Pat) 9/8/06

We discussed for most of the meeting a follow up on the implementation on the new Pay-for-Performance, that included reviewing the guidelines. My recommendation was to better communicate the specifics with staff beyond the process and guidelines. Edna Comedy presented data and the pay-for-performance distribution for the University as a whole. I asked if she would present this information at the open constituents meeting in October.

h. University Strategic Planning Task Force (Pat) 9/18/06

1. Doug Hennes and Jane Canney presented the Facilities Master Plan that included a new Student Center, Aquatic Center and Student Housing on the west block.
2. Discussed strategies on how we will analyze the data and trends on the worksheets from the SPU. In the discussion, clarification was made on what constitutes a SPU. I confirmed that the Staff Council is not considered to be SPU therefore we do not need to complete a worksheet.
3. Built agenda for future meetings, to include the Capital Campaign and Development.

Climate issues: Ellen

No current meetings are planned, continued discussions and updates through newsletters show climate seems to be stable at this time.

Exempt Council: Pat

Are currently looking at feedback from Exempt Staff in the universities community as to the need, want and direction for the Exempt Staff Council.

6. Constituent issues:

Kimm submitted a request given to her to ask that there be a statement on the results of the Pay for Performance Program. Something giving the logistics to the results say on the number of 3's, 4's and 5's campus wide, how those numbers related to salary increases and possible clearer details on the structure for salary budgets and how it is distributed. Pat stated that she has seen Edna give a similar power point and will request that she present this at the Open Forum prior to the Q & A session.

7. Open constituents meeting (Tuesday October 17th)

11:30 – 12:00 Lunch
12:00 – 12:05 Announcements
12:05 – 12:15 Edna “Pay for Performance” results
12:15 - 1:00 Q & A

a. discussion format; use of index cards?

Guests sit among the attendees as well as staff council members and questions will be generated from tables prior to Q & A. During announcements:

- Challenge tables to 3 – 5 questions will be picked up from tables and discussed.
- Charitable Venue for this year
- Elections coming in Jan. and Feb. Start thinking now who you would like to nominate for Staff Council. We also have two seats that are vacant due to position shifts to exempt status; anyone interested should contact the Staff Council.
- List how the forum will work, stating that there will be a video available for check out after today’s form in leu of notes being posted on Staff Council Web page. If you haven’t been to Staff Council’s page recently ... be sure to check it out.

b. layout of table’s

8 person rounds, paper / pencils, one head table for panel

c. communicating discussion; video stream

MPLS:

Mary will check with Joanne in the bookstore and Crixell for assistance in the MPLS side since Mary will be on St Paul campus by this time. Mary also recommended that we drop the amount of food for this location, only 8 – 10 people showed.

Pat will contact the MPLS HR personnel to see if they could sit at the MPLS location to answer questions after the formal forum like Pete Ronza did last year.

d. invitation; advertising

Kimm will work on the posters for hanging around campus trying to get donated printing and tag board. Pat will send out the mass email to non-exempt employees the week prior to the Forum and request a bulletin announcement the Monday before. Banner in stair way in MHC?

e. menu

Menu is set and Kimm will discuss with MPLS cutting the order down to just plain chili for ½ the current count, per Mary’s suggestion and trying to keep spending down with the budget cut this year.

8. New Business

a. Request from Michael Glirbas to participate in Community Week

October 1 – 6th is CommUNITY Week. Encourage a council member to speak at the forum in Foley Plaza on “Respecting, Affirming and Valuing Human Dignity”. Three to five minutes how you feel wanted, valued or your feelings or ideas on how to get there as a community. Ellen Uhrich volunteered to partake in the Forum.

b. Proposal: add at end of minutes an “Announcement” section where we welcome new staff members; congratulate staff that has met a milestone, etc.

Announcing new staff members was approved, also add “Staff Council welcomes...” at the end of minutes. Linda Lee will forward Kimm the HR list of new employees. Goal is to try using web site for more announcements. Start Bulletin notice on Minutes being posted with Open Forum announcement.

Next meeting: October 18 REVIEW Open Forum; 1:30PM 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
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	2006-2007*
Crixell Suteria	Mpls At-Large	2-4961	MSL 100	2005-2007
Kimm Thiboldeaux	Auxiliary Services	2-6060	5049	2005-2007
Ellen Uhrich	Academic	2-5728	4273	2006-2008
Jennifer Wake	Auxiliary Services	2-6130	4024	2006-2008
Vacancy	Administrative			

* filling a vacancy

Staff Council Mailbox: #4221
 Staff Council website: <http://www.stthomas.edu/staffcouncil>
 Staff Council Email: staffcouncil@stthomas.edu