

NESC MEETING MINUTES

Wednesday, December 19, 2007

12:00PM-2:00PM, Mpls. TMH Room 203

Attendees: Pat Reinhardt, Barb Joynson, Carissa Bartlett, Shiromi Beach, Bev Johnson, Jason Gillen, Mary Kay O'Rourke

1. Opening reflection – Barb Joynson
 - A. **Reflection for January meeting: Lydia Lamb**
2. Secretary's report—Carissa
3. Treasurer's report—Bev
 - A. Current Balance: \$3,245.58
4. Council Vacancies
 - A. Mary Kay O'Rourke was officially introduced. She will fill the vacancy previously held by Ellen Uhrich, and will represent the academic area.
 - B. Tara has stepped back from the NESC due to illness.
 - C. Two vacancies & no representative from Minneapolis on the NESC; Tara is recruiting staff from Minneapolis.
 - a. It was suggested that we post something on the website and/or put something on our welcome cards in reference to current vacancies.
5. Follow up on HR Open Forum
 - A. Pat took notes, and will type them up to share.
 - B. It was agreed that we would be better off holding the forum at a different time of year—December is too busy for people to find time to attend.
 - a. Also, it was agreed that one forum a year was enough, most likely in January moving forward.
 - C. In place of additional forums, we are willing to host brown bag sessions if we have requests for specific topics.
 - D. Our attendance at events is dramatically better if we feed people—we should plan on doing so in the future.
 - E. There was some discussion of hosting a chili/soup social, perhaps in February. Bev is going to look into the costs.
6. Develop a policy for donations and memorials
 - A. It was decided that any effort to send a memorial, flowers, or a donation should be an individual effort, as it was felt that if we did any of these things in an official NESC capacity, we should do so for all non-exempt staff.
7. Committee reports:
 - A. STAFF COUNCIL Committees:
 - a. Elections (Linda Lee, Barb)
 - b. Web Page, Net Storage, Blackboard (Cindy, Bev, *)
 - c. Charitable Giving (Barb, Mary Kay)
 - i. Second Harvest Food Drive donations will be dropped off on Dec. 28th.
 - d. Welcoming (Linda Lee, Bev)
 - e. Communications (Lydia, *)
 - B. UST Committees:
 - a. Affirmative Action (Barb)
 - i. A draft of policy on consenting relationships is being worked on.
 - b. Budget Advisory (Shiromi, Jason)
 - i. Shiromi emailed minutes from 12/6 meeting.
 - c. Fringe Benefits (Cindy, *)
 - d. Minneapolis Operations (*)
 - e. HRAC (Pat)
 - i. Meeting was cancelled.
 - f. University Strategic Planning Task Force (Pat)
 - i. Pat emailed minutes from 12/17 meeting.

- g. Exempt Staff Council (Pat)
- C. AD HOC Committee:
 - a. NESC Mission Statement (Shiromi, Linda Lee, Barb)
- 8. Constituent issues:
 - A. None received to-date
- 9. Old Business:
 - A. Follow up on greeting at Christmas dinner; do it next year?
- 10. New Business
 - A. Task assignments for the Staff Appreciation breakfast: April 15, 2008
 - a. *Invitation to non-exempt staff; collect RSVP's—Carissa*
 - i. Linda Lee will pass Carissa information on previous invitations.
 - ii. RSVP's will be addressed to come back to Carissa's mail box.
 - iii. Carissa will also make nametags for the guests.
 - b. *Gifts for Attendees—Shiromi*
 - i. Barb is going to check on the quantity of pens she has left.
 - ii. Jason will see if he can get any discount coupons for somewhere on campus.
 - iii. We will also check with the bookstore to see if they will donate bags again to put the door prizes in.
 - c. *Order food & Reservations—Bev*
 - i. Bev will work with Kim Thibodeau on this.
 - ii. We have agreed on the same menu as last year.
 - iii. We will need to reserve MHC 304 from 2:30pm Mon 4/14 through Tuesday 4/15, as we will set up on Monday afternoon.
 - d. *Entertainment—Mary Kay*
 - i. We would like to have some kind of music—Mary Kay is going to see if the choir is available.
 - ii. Other suggestions:
 - Just Showed Up Band
 - Campus Carolers—we need to see if they perform music beside Christmas carols.
 - e. *Door prizes & Silent Auction*
 - i. It was agreed that we will do a silent auction again, as it went over very well last year.
 - All proceeds will again go to Father's charity.
 - ii. The Minneapolis campus bookstore has asked if they can set up a clearance table at the event—we agreed that they can.
 - iii. Carissa is going to have Development review the list of businesses we would like to solicit for auction items to avoid any conflicts.
 - Pat will send Carissa last year's list for their input.
 - iv. Bev will put together a list of internal donors for auction items.
 - v. Barb will manage the spreadsheet of prize donations, as well as taking care of sending thank-you cards to donors.
 - f. *Charitable Giving*
 - i. We agreed that we do want to do a food drive again.
 - ii. The food will go to Transfiguration Catholic Church in Oakdale for distribution.
 - iii. We will put information regarding the food drive on the invitation, as well as clarification that participation in the food drive is strictly optional.
 - g. *Communication (article to the Bulletin Today, email non-exempt staff, posters, etc)*
— **Lydia and Pat**
 - B. Task assignments for the Staff Appreciation Award
 - a. Communication – announcement in Bulletin Today & posters—**Lydia and Pat**
 - b. Collect nomination statements—we will use the same timeline as last year.
 - c. Order award—**Shiromi**
 - C. Dates and Deadlines for Elections – 9 openings
 - a. Nominations in via email at the end of January
 - b. Elections announced at the Staff Appreciation Breakfast in April.

- c. We would like to get more exposure—Jason suggested putting an announcement up on the closed-circuit television system that runs on both campuses.
- D. Meeting time
 - a. It was agreed that we would go back to the original meeting time of 1:30-3pm. (We will continue to meet on the third Wednesday of each month.)
 - b. Carissa will adjust our room reservations accordingly.
- E. Monthly Staff Giveaway
 - a. We would like to start this in February
 - b. New committee for this consists of: Bev, Jason, Carissa, and Linda Lee.
 - c. The drawing will be random—not based on anything.
 - i. Possibility of staff entering the drawing by visiting the website?
 - ii. Drawing done at monthly NESC meeting.

Next meeting: Wednesday, January 16

Representative	Constituency	Phone	Department	Campus Mail	Term
Carissa Bartlett	Administrative	2-6989	Development	DEV	2007-2008*
Shiromi Beach	St. Paul at Large	2-5407	OSF Library	5004	2007-2008*
Linda Lee Borovansky	Administrative	2-6417	University Relations	LOR508	2006-2008
Jason Gillen	Minneapolis at Large	2-5000	Public Safety-Minneapolis	4081	2007-2008*
Bev Johnson	Academic	2-5870	Graduate Music	LOR103	2007-2009
Barb Joynson	Administrative	2-6434	Alumni Association	ACR	2006-2008
Lydia Lamb	Auxiliary Services	2-5100	Public Safety	4081	2007-2009
Cindy Nedved	Auxiliary Services	2-6670	Facilities Scheduling	4076	2007-2009
Mary Kay O'Rourke	Academic	2-5705	John A. Ryan Institute	55S	2007-2008*
Pat Reinhardt	Academic	2-5150	Modern and Classical Languages	5027	2006-2008

* Filling vacancy