

Staff Council Minutes  
Wednesday, February 21  
1:30PM – 3:00PM  
AQU 210

Present: Tara Borkowski, Linda Lee Borovansky, Barb Joynson, Sonny Knowles, Allissa Koenen, Pat Reinhardt, Kimm Thiboldeaux

**I. Opening reflection – Kimm**

- A. March meeting reflection – Tara
- B. Snack provided by Academic Affairs – Thank You

**II. Secretary's report - Kimm**

- A. Minutes from the January meeting were approved.

**III. Treasurer's report – Pat**

- A. As of today spent \$ 842.24 leaving balance of \$ 2657.76 for the Appreciation Breakfast, voting, invites and award.

**IV. Committee Reports**

**Staff Council**

**A. Elections**

Bulletin Article was posted and 12 names have been submitted so far. Email distribution list will be sent out extending the deadline for elections.

**B. Web Page**

February's welcome needs updated. Month of January minutes approved will submit Bulletin announcement to direct non-exempt staff to bulletin to get more hits on site. Still waiting for the return of the CD of the Open Forum and we are still waiting for consent to go live with the streaming on the web page. Due to the amount of time that has pasted waiting for consent, we will not post a direct announcement on the streaming, but include it in the minutes announcement. Next year we will be sure to incorporate the consent into the acceptance of being on the panel so that we can get this streaming closer to the actual event.

**C. Charitable Giving**

Pat has been contacted by sophomore class president for support in their Red Ribbon Ride and Clair House projects to see if we would be interested in being involved with their works. Details were not clear, and we will request more detailed information and review involvement from Staff Council. It was decided that we would offer a forum for information being shared at the breakfast.

**D. Welcoming**

Currently sending out the welcome envelopes and announcing the new employees on the web page and with in the minutes.

**UST Committees**

**A. Affirmative Action**

The Affirmative Action Committee met once in the summer and once a month in the fall semester. In the summer we approved the Affirmative Action Plan for 2006-2008 for the city of Minneapolis. In the fall we worked on a document related to "Possible strategies for the President's Recruitment Plan." This document will help the President develop specific strategies to improve the recruitment and retention for underrepresented groups in our pools of students, faculty and staff.

Still working on what we want to have happen and the timeline of how to implement the Affirmative Action proposal. Susan Alexander is the new head for this committee. Meetings have been very productive and everyone on the committee has been giving the opportunity to be heard and their thoughts taken into consideration with the implementation plan.

**B. Budget Advisory**

No report available

**C. Diversity**

Sara Spenser reporting- Received a grant and have been working on a draft for this grant.

**D. Fringe Benefits**

No report available

**E. Minneapolis Operations**

The Ecumenical Prayer Luncheon and Heritage week events were reviewed.

**F. UCW**

No report available

**G. HRCA**

Meeting was canceled

**H. University Strategic Planning Task Force**

Unit reports are being reviewed trying to find common themes through out all the reports to put together a report for the Board of Trustees.

**I. Exempt Staff Council**

The start up committee is working on collected data from the exempt staff on need, interest, support and issues to add to the data for submission to becoming an AAL approved committee. Current status looks good there is allot of support in the community for an Exempt Staff Council.

**V. Constituents issues:**

**The following questions have been submitted to HR for replies.**

**A.** Tuition remission benefits for staff members that hold two part time positions.

(Is the three year waiting period based on the time worked or hours worked?)

**B.** More tuition remission benefits; encourage this through HR surveys.

(Join a larger association of institutions for employees as well as dependents offering more evening and online classes)

**C.** Requesting a booth at the HR fair next year for Staff Council to encourage involvement and to introduce the council members. – The purpose of the HR fair is more benefits related and not the place for the Staff Council to have a presence and is open to having us present at another forum that may come up.

**D.** The rumor on the Board directing the university to increase salaries across the board is causing some confusion in the community. Where did the funds go and how is it decided where to distribute. Is this rumor true and was this increase part of the Pay for Performance plan? Council thinks that this would be a good brown bag session topic to hold with Edna since there is wide spread questions on this topic. Pat will work on getting another brown bag session set up with Edna and keeping it topic related and not open.

Pat did take notes and will submit them to Kimm for posting on the web page.

Discussion on future Brown Bag's on hosting in St Paul as to omit the 20 minutes shuttle ride each way for the St Paul campus employees. We will ask if there is interest to have a second meeting on the same subjects on the MPLS campus.

## **VI. Elections**

Linda Lee announced that there were several nominations for the Council and expressed her hopes that all outgoing and interim council members will consider to rerun for the 07-08 term.

Next step after email Pat is sending out to all Non-exempt employees as second calling for nominations, with a brief bio on Staff Council. Once a person is nominated, Linda Lee will contact them and confirm their willingness to run and ask for a brief bio on them. (Samples are available upon request from Linda Lee of past council members bios – possibly add to the web site). We are now listing only the number of vacancies as to not limit the number of nominees by the suggested limitations with the area listings.

Linkage to staff council site for gateway to the voting will be implemented to assist in increased viewing of the Staff Council web page.

March 19<sup>th</sup> email sent announcing accepting nominations thru the 26<sup>th</sup> of March. Paper ballots will need to be sent for those employees that do not have access to computer or use their St Thomas email account. Kimm stated that in Food Service we print a copy of the announcement and post it by the time clocks to catch these, Pat is going to talk to PHP and Security departments to get a posting in those areas as well.

## **VII. Staff Council Staff Appreciation Award**

Announcement will be sent to Bulletin Today. Staff Council web site needs to be updated as well any announcements on the Appreciation Award, to state that current staff council members are not eligible for the Appreciation Award or nominating. Currently states that the nominations are due March 9<sup>th</sup>, is that enough time? Elected to move to March 12<sup>th</sup>. We would also like to post all nominees letters as a tribute. We will need to collect permission from each nominates prior to posting live. Gene Scapanski will again review all nominations, and will be the tie breaking vote. Posters around campus again this year, seeking free printing from John Barron. Jessica Cook original design will be used again and updated with correct dates and name of award. Kimm will check on the bulletin boards to see what Jennifer had reserved for us prior to her leaving staff council and Campus Life.

Linda Lee brought up that the labels were the most expensive part of the nominations and invites and that we should look into getting this fee donated or sponsored. We could also have a link in the Bulletin to the actual form to have it used for each person to print their own and send it in.

Same award will be used again this year and each year as long as we can order the award. Pat noted that a bill had been given to her for last year's award and that we need to verify that last years award has been paid for when ordering this year's award.

## **VIII. Staff Council Appreciation Breakfast**

Prizes are still coming in and we have a nice selection to use for the silent auction.

Pre-stuff gift bags and had out as guests enter room. Some bags will have gifts some will not

Two weeks (Monday 19<sup>th</sup>) prior to Breakfast announce the items that will be out on silent auction at the breakfast to get the buzz going. "Mark your calendars, Staff appreciation breakfast" this year is having a silent auction for the following items. Funds will be donated to the Guild. (With link to this charity).

Timeline needs to be made for master file on breakfast.

Allissa offered to assist Linda Lee with the design on this year's invite and adding the information on the silent auction.

Food donations will still be accepted for those who desire to do so.

Barb Joynson has a vendor that is willing to give a donation to Staff Council. Barb suggested that we see if we can use this toward the final cost of Advertising Pens with Click viewing to assist the promotion of Staff Council. These would be used in the Welcome cards since this year's gift is a bag and rather hard to use left over's for the welcome gift. It was also discussed that we could use it for next years Breakfast.

## IX. Staff Appreciation Award

## X. HR Brown Bag Session on Wednesday, January 17

**Staff Council would like to welcome the following new employees in the February!**

Michael Brecount	Food Services	2/7
Daniel Jensen	Food Services	2/14
Wanda Lowe	SOE	2/12
Cathy Nielsen	Food Services-MPLS	2/12

*Next meeting: Wednesday, March 21, 2007 1:30PM – 3:00PM TMH 252*

---

### 2006 – 2007 Council Members

<b>Council Member</b>	<b>Constituency</b>	<b>Phone</b>	<b>Mail #</b>	<b>Term</b>
Tara Borkowski	Administrative	2-4550	4081	2006-2007 *
Linda Lee Borovansky	Administrative	2-6417	LOR 508	2006-2008 (2 <sup>nd</sup> )
Cathy Crowell	Academic	2-5786	SOD	2005-2007
Barb Joynson	Administrative	2-6434	ACR	2006-2008
Sonny Knowles	Auxiliary Services	2-4032	TMH 201	2006-2007 *
Allissa Koenen	Minneapolis At-Large	2-4983	MOH 217	2006-2007 *
Mary Madigan	Mpls/Chaska/Gainey	2-4140	TMH 207	2005-2007
Pat Reinhardt	Academic	2-5150	5027	2006-2008 (2 <sup>nd</sup> )
Debbie Shelito	St. Paul At Large	2-6023	AQU 110	2006-2007*
Kimm Thiboldeaux	Auxiliary Services	2-6060	5049	2005-2007
Ellen Uhrich	Academic	2-5728	4273	2006-2008
Open	Auxiliary Services	2-6130	4024	2006-2008

\* filling a vacancy

Staff Council Mailbox: #4221  
Staff Council website: <http://www.stthomas.edu/staffcouncil>  
Staff Council Email: [staffcouncil@stthomas.edu](mailto:staffcouncil@stthomas.edu)