

Staff Council Minutes
Tuesday, January 16, 2007
1:30PM – 3:00PM, Hormel

Present: Tara Borkowski, Linda Lee Borovansky, Barb Joynson, Sonny Knowles, Mary Madigan, Pat Reinhardt, Debbie Shelito, Kimm Thiboldeaux

I. Opening reflection – Debbie S.

February meeting reflection - Kimm

II. Secretary's report - Kimm

Minutes from the December meeting approved

III. Treasurer's report – Debbie

Currently \$2769.00 remaining, after estimated costs for food at Appreciation Breakfast we have \$900.00 for remaining expenses (election printing, invite printing, table gifts, prizes and award)

IV. Committee Reports

Web: Discussed: adding photos and bio's of current Staff Council member to promote and provide comfort and recognition of Council members to constituents for approachability.

Request a link on the HR recourses for employee's page to Staff Council, or add a flyer to the orientation packets of the Non-Exempt Staff Council and Exempt when approved.

Please submit reports via email prior to the meeting.

Exempt staff blog @ <http://blog.stthomas.edu/exemptstaff/>

* January minutes will be the start of the Bulletin announcements to site.

**Discussion on how we could be more visible in the community. Example name tags or pins that state "Staff Council" to be worn by the members through out their term. Issue is where the expense will come from?

***Ask to have table at HR Fair

****Find a set location for a Staff Council Bulletin Board for updates, and PR.

***** Photos of members on web page

V. Constituents issues:

Is there a limit to the number of Sick days an exempt person can be out per year?

Response from Pete Ronza (also posted on Staff Council web page)

- I appreciate the question as we get this from time to time in our office and at meetings. We have also addressed and continue to talk about this at the Fringe Benefits Advisory Committee meetings so as to educate management and employees on the leave system.
- The main reason for the difference in how salaried and hourly employees are treated on leave practices is the fact that hourly employees are paid by the hour and salaried by the week (without regard to hours worked). In accordance with the Federal Fair Labor Standards Act, hourly employees must be paid for every hour worked to protect their overtime rights. Due to this requirement, absences must also be accounted on by ways of hours not worked.
- Salaried employees are paid a weekly salary that cannot be reduced by less than whole day segments. They are paid the same amount regardless of weather they work 40, 50 or 60 hours per week. They are still accountable to their supervisor (like any employee) for their time worked and work obligations. They do not have formal sick leave amounts, but are eligible for Short Term Disability after one work week (Five consecutive days) absence, similar to hourly employees.
- Salaried employees who are showing a pattern of sick leave absences are asked to verify fitness to work in the same manner as hourly employees. It may appear that it is unlimited, but a pattern of use can lead to placement in the STD program or to progressive discipline.

Staff Council added question on explaining what are Federal Standards and what are UST Standards and will be address at the Brown Bag with Edna Comedy on January 17th Staff Council HR Brown Bag Session. (See notes/comments on the Brown Bag Session on Staff Council web page)

- **I started at UST in April 2006. I did not qualify for a pay for performance evaluation. In September, the starting minimum pay was bumped up .23, yet my pay did not get bumped up. Why?**

Waiting for response from HR.

- **Due to the cost of rising health insurance costs, I am taking home less money today than I did last year. We got our raises in September and then comes January and the health benefits increase exceeds the amount of the raise, and we end up taking less money home than we did the year before.**

Have forwarded this concern to HR to bring to Fringe Benefits Advisory Committee to visit that the salary increases should at minimum cover our benefits increases.

- **We are seeking nominations of staff members for the UST Global Citizenship Award: persons who make consistent efforts to be respectful and inclusive of other cultures and viewpoints, make contributions that improve the climate at UST for other cultures and people, or make connections between UST and the world. Nominations are due April 1.**

- **Efficiency Experts on campus are raising some concerns with constituents. Half of the Staff Council did not even know that they were on campus, thus raised the possible root of the concerns as being the lack of communication on the purpose of the efficiency reviews.**

Will forward this concern as well to HR.

VI. Update to By-Laws regarding constituency areas.

Areas of allocation of Staff Council seats were discussed due to the continual revolving members with positions changes and exempt and non-exempt status and lack of nominations for some areas. Council feels that we are spending too much time on trying to fill seats per assignments when there are members of the community that are willing and want to be on the Staff Council. Agreed to leave designations as a point of first contact only and/or an area that this member represents on the behalf of; not a requirement to fill seat. Keeping representation from both campuses should still be factored into elections. All members of Staff Council serves as representation as a whole and the designations are only for contacts.

VII. Elections

Opening sentence for this years elections as follows.

“Listed below are the areas of support for the Non-Exempt Staff Council. We currently have seven seats open for elections this spring and we are looking for representations from both campuses (St. Paul and Minneapolis) in our nominations. If you would like to nominate someone or nominate yourself please ...”

Calling for nominees will be more open with this process as we can state seven seats as to 2 auxiliary, 2 administrations, etc. Thus providing us with more candidates and ease of filling seats.

Call for nomination through web page. With Bulletin notice directing non-exempt employees to Staff Council as well as an email (if no response from Bulletin). This will get some traffic on our site thus promote Staff Council.

1st announcement Monday 29th Staff Council nominations are coming up please watch for details and give thought to person(s) you would like to nominate or consider nominating yourself for

a two year term on the Non-Exempt Staff Council. For information on what Staff Council is about, review minutes, see who is currently serving visit: <http://www.stthomas.edu/sttcouncil/>

* Continued concern that there needs to be support from Managers for the time off for the commitment needs to be addressed again. Pat stated that she had conversations with Edna Comedy on this issue and that she would like to know of managers/supervisors that are not open to employees serving on committee and will revisit this issue with Edna for ideas.

VIII. Staff Appreciation Breakfast

With the cut in our budget we are once again calling on departments to “sponsor” or “assist in the cost of” the appreciation breakfast. Last year we received assistance in gifts, but many of our gifts were departments “cleaning out the closet” gifts. (Three year old t-shirts, battery gifts with dead batteries, etc.) so this year we are asking for monetary gifts, or gifts of value that will make the recipient feel valued and appreciated, or stating a \$ 5 - \$ 10.00 gift.

“Discussion Ideas only will vote on actual plans at February Meeting”

- Option each attendee will receive 5 tickets/paper money to place on an item of their choice, or we could use these larger gifts for our charity portion of the appreciation breakfast. Reminding attendees that keeping bids low as to keep this on the appreciation level. Maybe put caps on the amount of bids?
- Collected gifts will be numbered and a number in each back for those gifts and eliminate the drawing, which took too long. OR have a new employee draw numbers and number the name tags. Or do real silent auction with 5 big gifts and have this be our charity.
- Kimm will contact all Cash Operation Food Service locations and all eXpress vendors, as well as Greg Campbell for Quadra.
- The famous UST Purple bags will be researched as the general gift for all attendees.
- Listing of Vendors both eXpress and Mpls, that give discounts for UST employees with ID. Also, list the new employees, who sponsored gifts, PR for Staff Council. Contact John Barron on donating the printing for the “information” inserted in gift bags.
- Need a plan for those who cannot attend breakfast, as in the Food Service staff, security staff and how we are going to deal with these employees this year off the RSVP drawings.
- Paper invites, design review and notices on them for the silent auction
- Flowers on tables for drawing again this year, Kimm will talk with Jerry to see if Food Services will donate them or assist in the cost for them again this year.
- Review regulations on “silent auction” and non-profit status for donations
- COMMUNICATION to attendees on all the NEW/Changes: Food Items optional, cash silent auction
- Look at time of Breakfast, questioned having a Brunch
- Quick click pen for gift like Student Alumni with Staff Council members name and number will cost under a buck. Review using this for PR purposes... possible use at Open Forum since members are not set at the time of elections since this is also election time.
- Photographer for this years Award winner photos-
- Timeline is: Monday 16th set up, have room from Noon on
Set tables, stuff and place gift bag if not handing out bags, gift table, silent auction table and registration table.
Tuesday 17th breakfast, have room from 5 am – 11am
Set up gift table, silent auction table, registration table

IX. Staff Appreciation Award

Nomination Due March 9th and Appreciation Award Due Feb 19th
Bulletin announcements one week before and week of – Pat
Posters – Pat will check for past posters and get them hung now to promote attendance
Three will be sent to Sonny to post on MPLS campus
Mary Madigan will take care of ordering the award again this year.

X. HR Brown Bag Session on Wednesday, January 17

Nine attendees registered on line for the session, and three council members plan on attending.
Will review attendance and outcome of our first session at February meeting. Summary will be posted on Staff Council Web page.

Adjourn meeting at 3:00PM

Staff Council would like to welcomes the following new employees for January.

Bjorklund	Chiara	M.	AQU 106	01/11/2007
Bowes	Ashley		MSL 124	01/08/2007
Juarez	Andrea	L.	TMH 235	01/09/2007
Koneczny	Loreen	M.	30F 312	01/16/2007
Lyfoung	Tseeb Tsim	J.	TMH 166	01/10/2007
Tessman	Andrew	W.	MHC 257	01/08/2007

Next meeting: Wednesday, February 21, 2007
1:30PM – 3:00PM
AQU 210