

NESC (Non-Exempt Staff Council) Minutes
Wednesday, July 25, 2007
Lunch Meeting 12:00PM – 1:30 PM, Hormel Room
Chaired by Pat Reinhardt

Present: Shiromi Beach, Tara Borkowski, Linda Lee Borovansky, Debbie Connor, Bev Johnson, Barb Joynson, Sonny Knowles, Lydia Lamb, Cindy Nedved and Pat Reinhardt

1. Opening reflection – Tara Borkowski

- Reflection for August meeting: Linda Lee Borovansky

2. Announcements

- Shiromi Beach joining the council to fill in a vacancy
- Alissa Begin transferred to an exempt position, no longer eligible for council
- Sonny Knowles will be leaving the University, so no longer able to be on the council.
- Carissa Bartlett may be able to fill a vacancy, waiting on response.

****This leaves two (maybe three) open positions****

3. NESC Membership

- Discussed procedure for filling vacancies. Will continue to ask people who ran for the election to fill the vacancies (as in by-laws).
- After that list is exhausted the council will ask the UST community for nominations and bios of interested parties. The current NESC members will review the submissions and vote on the replacements.
- The selected parties will only serve through the remainder of that current school year.
- After January of the current school year, vacancies will not be filled.
- Discussed briefly the need for a minimum number of council members; will address on an as-needed basis.

4. Secretary's report – Tara

- Approval of June minutes, will be done via email
- Reserved Hormel room for monthly meetings on every 3rd Wednesday 11:45am-2pm through December 2008.

5. Treasurer's report – Debbie

- Reported that we were over the last fiscal year's allotted budget by \$47.10
- This fiscal year it will be a zero based budgeting system
- Will provide handouts of budget details at each meeting

6. Committee reports

- **Web Committee –Tara, Cindy and Bev**
 - a. waiting on permissions from IRT

- **Welcoming Committee – Linda Lee**
 - a. 18 cards have been send to new employees

Nothing to report from other committees

7. Worked on Mission Statement

Current:

"The Staff Council represents the non-exempt constituency at the University of St. Thomas. The Council shall serve as a forum to foster communication, advise in decision-making processes and, in general, focus on cooperation, working conditions and morale at UST. Staff Council is a deliberative & recommending body, considering and discussing job related issues originating from both its constituency or referred by UST's administration. We welcome all suggestions, feedback and comments."

Example choices to be voted on via email:

Option 1:

"The Non-Exempt Staff Council (NESC) provides information and fosters communication regarding non-exempt staff suggestions and concerns as they pertain to employees and employment climate issues at the University of St. Thomas."

Option 2:

"The Non-Exempt Staff Council (NESC) provides information and fosters communication regarding non-exempt staff suggestions and concerns as they pertain to employees and employment climate issues at the University of St. Thomas. NESC promotes an employment community of respect and dignity."

Option 3:

"The Non-Exempt Staff Council (NESC) is a group that works for the benefit of non-exempt employees throughout the University of St. Thomas. NESC supplies a forum allowing employees to bring forward concerns and challenges to the University regarding working conditions, creation of new policies, employment climate and employee morale. NESC fosters an employment community of respect and dignity."

8. Complete Committee assignments (Changes highlighted in yellow)

STAFF COUNCIL Committees:

- a. Elections (Linda Lee, **Barb**) **Assistance from web committee when necessary**
- b. Web Page, Net Storage and Blackboard (Tara, Cindy, **Bev**)
- c. Charitable Giving (Debbie, **Barb**)
- d. Welcoming (Linda Lee, **Bev**)
- e. Communications Committee (Lydia, **Tara**)

UST Committees: *Committee reports are submitted to the Secretary to attach to minutes. Areas of interest or highlights that attendee feels needs to be discussed are presented at the meeting*

- a. Affirmative Action (**Barb**)
- b. Budget Advisory (Debbie, **Shiromi**)
- c. Diversity (Lydia)
- d. Fringe Benefits (Cindy, **Tara**)
- e. Minneapolis Operations (**Tara**)
- f. HRAC Human Resources Advisory Committee (Pat)
- g. University Strategic Planning Task Force (Pat)
- h. Exempt Staff Council (Pat)

9. Finalized meeting time for 2007-2008

- Meeting time of Noon-1:30pm every third Wednesday in the Hormel Room was agreed upon.

10. Pen suggestions approved

Barrel:



University of St. Thomas
Non-Exempt Staff Council

To show in the window with each click of the pen:

1. <http://www.stthomas.edu/staffcouncil/>
2. staffcouncil@stthomas.edu
3. "UST Mail #4221"
4. "Focus on Cooperation"

5. "Fosters Communication "

6.



11. Discuss Xmas Dinner Representation

- Voted to attend Father Dease's Christmas dinner. Barb will request that we be able to assist as door greeters or at the registration table.

12. Name Tags-Barb

- Barb discussed ordering name tags for council members to wear at events and meetings.
- Bev will try to make name tags instead of ordering them from a company
- Examples to be shown at August meeting.

13. Submitting projects/motions and follow through-Tara

- Showed a form that was designed to help to track progress of motions and projects.
- Will be sent via email for input

14. Establish goals for 2007-2008

- Tabled for August meeting

****Next meeting August 15th Noon-1:30pm in the Hormel Room****

Council Member	Phone	Mail #	Constituency	Term
Shiromi Beach	2-5407	5004	St. Paul @ Large	07-08<
Tara Borkowski (Secretary)	2-4550	MOH217	Mpls/Chaska/Gainey	07-09
Linda Lee Borovansky	2-6417	LOR508	Administrative	06-08*
Debbie Connor (Treasurer)	2-6995	DEV	Administrative	07-09
Bev Johnson	2-5870	LOR103	Academic	07-09
Barb Joynson (Vice President)	2-6434	ACR	Administrative	06-08
Sonny Knowles	2-4032	TMH 201	Mpls @ Large	07-09
Lydia Lamb	2-5100	4081	Auxiliary Services	07-09
Cindy Nedved	2-6670	4076	Auxiliary Services	07-09
Pat Reinhardt (President)	2-5150	5027	Academic	06-08*