

**STAFF COUNCIL Minutes**  
**Wednesday, March 21, 2007**  
**1:15PM – 2:45PM**  
**Minneapolis, TMH 254**

**Present: Tara Borkowski, Linda Lee Borovansky, Cathy Crowell, Barb Joynson, Mary Madigan, Pat Reinhardt, Debbie Shelito, Kimm Thiboldeaux**

1. Opening reflection – Tara
  - Reflection for April meeting: Linda Lee
  - Thank you for providing meeting snack: MPLS Facilities Services / Sharon Fischer
2. Secretary's report - Kimm
  - Minutes from the February 21<sup>st</sup> meeting were approved
3. Treasurer's report – Debbie
  - Budget as of March 21, \$ 2527.21
  - After Appreciation Breakfast and Award costs (1856.00) Balance projected to be \$ 521.21
  - With the welcome / outgoing lunch in May left.

4. Elections (Linda Lee, Cathy)

19 nominees contacted, 10 accepted and are on the on-line vote.

Linda Lee thanked all out going council members: Cathy Crowell, Mary Madigan, Debbie Shelito and Kimm Thiboldeaux for all their support. Kimm offered her assistance where needed in the future, and explained the conflict at this time in serving another term. Cathy also offered her assistance. Kimm stated that she was working on files for events and duties to hand down when her term ends and suggested that all office holding members do the same for incoming and future council members, to start documentation for events, tasks, resources and procedures.

On-line voting is ready for testing by Staff Council members. Each member is asked to go to blackboard and log in and vote, attempt to vote twice, for more people then allowed, etc and report back to Cathy. Live voting online will be March 26 – April 2. Bulletin Announcement will direct non-exempt employees to voting on line. Food Service, Physical Plant and Safety/Security will need paper copies to post for employees who do not use or have access to computers. Kimm suggested that a link on the webpage be provided for paper ballots as well as contacting the Administrative Assistant for each area to post at time clocks the paper ballots and nominees, a copy of the breakfast announcement and a copy of the Staff Council Recognition Award criteria and deadlines. Kimm stated she would take care of the Food Service Departments, Tara will contact Pat Q. will be contacted for the Physical Plant, Tara also stated that Safety are required to view emails daily.

5. Staff Appreciation Breakfast, Tuesday, April 17th:

[Thank you to Tara](#) for her talents in doing a mail merge and running the labels to save us the expense of having them run at the Service Center, and thank you to University Relations for donating the envelopes

- Invitation to non-exempt staff – Linda Lee, Allissa
  - John Barron is donating printing of the invites this year (mailing 3/26)
  - RSVP Due April 10 to Staff Council # 4221
  - Bulletin Announcement reminder after mailing – Pat 3/30
  - Email reminder – Pat 4/10
- small gift – Barb & Linda Lee – Purple Bags
  - Bags – Stuffing hand outs and small gifts Monday before 1:00pm - ?
  - Candies for table tops
  - Printed : Express and Discount vendors, Staff Council Info., Thank You Programs: Table
- Name Badges- Self complete / Sharpies
  - Stars for New Employees and Dots for Past Staff Council members
- menu – Kimm - remember to inquire on color napkins if wanted and flowers

- entertainment/program – Debbie & Pat  
Kimm review with Facilities that we have all our needs covered
- door prizes  
all stuffed morning before breakfast, paper certificates for larger items to be picked up at the registration table, eXpress and flowers as certificates as well  
Pull resistors, Gainey and No RSVP's gifts after all are stuffed
- silent auction & food drive  
Slips at table for auction, box at registration table for food drive
- set up on Monday, April 16<sup>th</sup> 1:00 pm - ?
- Entertainment gift: certificates as to avoid paying tax
- Facilitator for itinerary – keep things moving
- Thank you on back of programs to vendors, departments, persons whom donated gifts for the breakfast

Email to non-exempt staff regarding breakfast and award – Pat

Breakfast: with announcement of the Auction

Election: Online process this year and those running

Staff Council Recognition Award with criteria and deadline

#### 6. Staff Council Recognition Award

- Award process – Pat
  - contact nominees
  - how/when to advise recipient winner
  - disclosure of nominees & statements
  - announcement of award recipient
  - invite nominator to read statement at breakfast?
- Plaque – Mary
- Determining recipient of the Award – now or later?
- We can reserve any board space the week of the 9<sup>th</sup> (the week before Appreciation breakfast)  
I requested the space we had last year on the corner of the wall.  
I also learned that the Grill Case was open the week of Spring Break the 18<sup>th</sup> – 24<sup>th</sup> and asked if we could have it then as well for the announcement of the Appreciation Recipient.

#### 7. Constituent Issues

- none received to-date
- next brown bag session – suggested topic “Efficiency & Effectiveness at UST”

Mark Dienhart responded to last months recorded concerns with the Efficiency and Effectiveness Consultants reviews that were taking place across all campuses at the University.

‘Employees from Larson Allen, a consulting firm that performs a variety of services for higher institutions, including audits, were on campus conducting interviews with select departments and their employees at the direction of a task force assembled by the Executive Committee of our Board of Trustees. The consultants included accountants and organizational experts familiar with higher education. They were charged with looking into and providing an objective view to the task force surrounding issues of productivity and efficiency within the university. This is entirely due to a broader board concern with the rising costs of a higher educational experience, in general, and a St. Thomas experience, in particular.

In general, the consultants reported to the task force that they found St. Thomas to be a "lean" and well-performing organization with an impressive organizational culture. They offered some specific suggestions which the task force will consider, but their report on the health of the institution was generally quite favorable.’

#### 8. Committee updates, as time allows.

\*New committee? – working group to look at the possible re-creation of what used to be called Community Day and most recently CommUNITY week.

Time ran out for Committee Updates and Reports. The following were submitted by Staff council Member attending each listed university committee:

**Strategic Planning Task Force      February 28, 2007**

Guest: Mark Vangsgard

Mark Vangsgard gave an update on the Efficiencies and Effectiveness process at UST. In summary, the Board of Trustees was concerned with the tuition increases over the past several years at a rate higher than inflation so they formed a Task Force to look into the situation. The Task Force determined that the bulk of the costs to run the University was in maintaining its facilities, utilities & medical benefits. Phase I of the Task Force was to hire an outside group to assess the efficiency and productivity of the University.

The results of the efficiency study was as follows:

Positive: \* do a good job in support functions (may be under staffed)

\* good utilization of Banner

\* no need to out source as the Bookstore, Service Center and Food Service do a good job in-house

Negative: think more productively

Phase II will be to report the findings of the efficiency study to the Executive Committee of the Board and follow-up plan. Phase III will be to communicate the plan to the UST Community.

NOTE: see response off email from Mark Dienhart on this topic above in Constituents Issues.

**Human Resources Advisory Committee      March 12, 2007**

Reviewed the draft of the Broad Banding document which will re-define exempt and non-exempt positions. Broad banding is a method "of grouping jobs and determining pay that makes compensation administration more flexible and responsive to the needs of the changing environment in which UST must operate." It eliminates the current hierarchical grading structure and narrow salary ranges. The number of categories in broad banding will be reduced to 8 pay bands (rather than the 16 pay ranges that we currently have). Rather than creating separate pay ranges, with fewer reclassifications, the University will be able to recognize significant job changes with "in band" pay increases. Edna will have information sessions to introduce the University staff to broad banding once broad banding goes into effect; tentatively scheduled for April 1st.

Reviewed and discussed the proposed sick leave policy for exempt employees. From the discussion and concerns expressed by committee members, Edna withdrew the draft from consideration. At the next HRAC meeting, a draft of the vacation policy for exempt staff will be discussed.

**Fringe Benefit Advisory Committee February**

The Tuition Exchange Program was discussed. The program is costly to UST and would benefit only a few employees. A survey was conducted among the ACTC schools participating in the program for their feedback. The main problems are the difficulty in administering the program such as notifying all employees of the deadlines for submitting applications to the other schools. Another disheartening problem is notifying employees that their child was denied acceptance due to the number of export and imported students between the schools. This is a huge disappointment to the employees when their child has not been accepted because the school they chose has an import restriction. After much discussion, it was decided against joining the Tuition Exchange Program.

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

Jenny Yang, Life Work Center	2/19/2007
Jonathan Magley, Campus Mail Services MPLS	3/1/2007
Jane Fredrickson, Student Health Services	3/26/2007
Maria Marino, University Relations	3/26/2007

Next meeting: April 18<sup>th</sup>, follow up on the elections, breakfast & award  
St. Paul, 1:30-2:30PM  
Hormel

## 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
Vacancy	Auxiliary Services			

\* 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)