

NON-EXEMPT STAFF COUNCIL MINUTES

Wednesday, February 20, 2008

1:30PM – 3:00PM, Hormel Room

Chaired by: Pat Reinhardt

Present: Shiromi Beach, Pat Reinhardt, Bev Johnson, Linda Lee Borovansky, Cindy Nedved and Tara Borkowski

1. Opening Reflection: Cindy
 - Reflection for March meeting: Pat Reinhardt
2. Secretary's Report: Tara (Carissa out sick)
 - Approval of minutes from January meeting will be done via email
3. Treasurer's Report: Bev
 - Balance of \$2,835.24, on track for all upcoming charges.
4. Constituent issues:
 - a. Issue will be forwarded to Dr. Lawrence Potter regarding the Diversity Awards.
 - b. Question "Are exempt employees allowed to work from home?" was forwarded to Edna Comedy.
5. Elections Update-
 - Timeline attached at the end of the minutes.
 - HR will provide a list of non-exempt staff.
 - Poster was finalized and posted to the website.
 - An email reminding people of the nominations will be sent on 2/25/08.
 - AAL members will be included on the email in order to encourage participation.
6. Staff Appreciation Breakfast
 - a. Invitation- Carissa not present, no updates
 - b. Small gift- Decision was made to look in to notepads to go with pens
 - c. Menu- Juice bar will be added to limit waste of juice
 - d. Entertainment- Unable to make contact with Gospel choir, Pat will follow up with Mary Kay.
 - e. Door prizes & Silent auction- Barb and Cindy are scheduled to meet and will send an email.
 - f. Food Drive- Pat will follow up with the Charitable Giving committee
 - g. Communications- No updates
 - h. Agenda- No updates
7. Staff Council Appreciation Award- Pat will send an email out as a reminder for nominations.
8. Committee Reports:

STAFF COUNCIL

 - a. Elections- See above
 - b. Web Page, Net Storage, Blackboard –Website is up to date. Tara will look in to more information for discussion pages on Blackboard. Pat talked to IRT about getting website transferred to Collage.
 - c. Charitable Giving- Food drive for Transfiguration Catholic Church
Website for church: <http://www.tranny.org/>
 - d. Welcoming-no report
 - e. Communications- See above regarding election poster, Tara will send out poster used for last year's breakfast.

UST COMMITTEES

 - a. Affirmative Action- No report
 - b. Budget Advisory- No report

- c. Fringe Benefits- No report
- d. Minneapolis Operations- No report
- e. HRAC- No report

AD HOC COMMITTEES:

- a. University Strategic Planning Task Force- No report
- b. Exempt Council- No report
- c. Mission Statement- No report

9. New Business

- a. All Staff Open Forum in April- Will mention forum at the breakfast April 15th. Will also look at sponsoring Books for Africa at the event. Other discussion tabled until March.
- b. Policy for memorials- The council agreed on \$25 for a UST employee in the form of gift or memorial.
 - o On 2/21/08 NESC received notice that the council would not be able to send a memorial from council funds. See emails below.

From: Reinhardt, Patricia A.
Sent: Thursday, February 21, 2008 10:56 AM
To: Comedy, Edna R.
Cc: Borkowski, Tara A.; Johnson, Beverly H.
Subject: FW: Question re: Memorial

Edna,

At our meeting yesterday the NESC voted to send a \$25 memorial in memory of Bob Jacobs. Per the memorial notice, memorials are preferred to the family. Not sure what procedure to follow for generating this memorial I contacted Purchasing Services. Below is the text from the Accounts Payable web site as to the procedure for sending flowers or tributes that was forwarded to me by Janelle.

Because it states to contact HR with questions regarding tributes, and wanting to make sure that the NESC will be reimbursed, I am turning to you. Is it OK to send \$25 to Bob's family as it is their preference, or should we send it to a specific charity? If the later could we send the memorial to the Heart Association, as the NESC prefers, or is there another university charity that we should send the memorial?

Thanks,

Pat Reinhardt

<http://www.stthomas.edu/accounts payable/apforms/Employee%20Reimbursement%20Program.htm>

1.1 6.6 **Floral Purchase and Tributes**

Tributes – In situations involving death of a family member, only the President's Office and Human Resources have the authority to make floral purchases for tributes or memorials on behalf of St. Thomas. In lieu of flowers, a tribute of \$75 can be sent to a charity of the university's choice. Please direct any question regarding tributes to Human Resources. Individual or departmental tributes, other than those originating from the President's Office or Human Resources, will not be reimbursed.

Floral Arrangements – Flowers may be sent to an employee within the same department in situations such as illness. The university asks departments to use their best judgment when choosing to send flowers and suggests spending to remain around \$40.

Should a specific department or individuals therein wish to send a separate floral arrangement or gift to an employee for births, marriages, illnesses, deaths, or other events, they are to be paid from personal funds of such individuals and are not reimbursable.

Any exceptions to the above policies laid out in this section must be approved by the Vice President for Finance & Administration.

Non-Employees – Floral purchases to non-employee will be reimbursed provided that the appropriate documentation and substantiation is provided on the employee's reimbursement form. The substantiation must clearly state the necessary business purpose for such purchase.

From: Comedy, Edna R.
Sent: Thursday, February 21, 2008 2:14 PM
To: Reinhardt, Patricia A.
Cc: Borkowski, Tara A.; Johnson, Beverly H.
Subject: RE: Question re: Memorial

Pat,

HR is sending a memorial to Bob's family. I am not sure what the President's Office plans are in this regard. Unfortunately, the University will not reimburse for expenses incurred regarding memorials purchases or sent by individuals or units or than the two listed. Sorry...

*Edna R. Comedy, SPHR
Associate VP, Human Resources
University of St. Thomas
2115 Summit Avenue, Mail AQU #217
St. Paul, MN 55105-1078
Tele. 651.962.6511*

"The test of a man's or woman's breeding is how he or she behaves in a quarrel. Anybody can behave well when things are going smoothly." (George Bernard Shaw)

Next Staff Council meeting: March 19th in St. Paul.

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*
Tara Borkowski	MPLS/Chaska/Gainey	2-4550	College of Applied Professional Studies	MOH217	2007-2009
Linda Lee Borovansky	Administrative	2-6417	University Relations	LOR508	2006-2008
Jason Gillen	Minneapolis at Large	2-5000	Public Safety	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

Revised Time Line for Elections Non-Exempt Staff Council

Between Feb. 18-19, 2008	Call for nominations via email. Send paper copy to Food Services and Public Safety. Web announcement and Bulletin article published. Post posters in all departments advertising election.
February 28, 2008	Nominations due from constituents.
Feb. 28-Mar. 6, 2008	Elections committee contacts nominees and ask if they want to serve.
March 18, 2008	Bios due.
Spring Break March 17-24 (Easter March 23)	Blackboard portion is extremely tentative, depending on IRT:
March 20, 2008	List of non-exempt staff finalized from H.R. for IRT Blackboard set-up.
March 28, 2008	Election via Blackboard. Send email with link. Bulletin article.
April 4, 2008	Election votes due.
April 4 on, 2008	Shut off Blackboard link for voting.
April 15, 2007	Election results announced at Staff Appreciation Breakfast.
April 18, 2007	Election results published on Web site and Bulletin.