

**NESC MEETING MINUTES**  
**Wednesday, January 16, 2008**  
**1:30PM-3:00PM, Hormel Room**

**Attendees: Pat Reinhardt, Shiromi Beach, Linda Lee Borovansky, Cindy Nedved, Mary Kay O'Rourke, Carissa Bartlett, Lydia Lamb, Barb Joynson, Bev Johnson**

1. Opening reflection – Lydia Lamb—quotes from Anais Nin.
  - A. Reflection for February meeting: Cindy Nedved
2. Secretary's report – Carissa
  - A. Carissa will touch base with Tara to go over website additions.
3. Treasurer's report – Bev
  - A. No report
4. Council Vacancies
  - A. Laura Dupont has decided not to join the council.
  - B. We have decided not to worry about other vacancies—they will be taken care of by elections.
5. Committee reports:

**STAFF COUNCIL Committees:**

- A. Elections (Linda Lee, Barb)
  - a. Linda Lee handed out a tentative timeline for elections.
  - b. We will be voting through Blackboard again.
- B. Web Page, Net Storage, Blackboard (Cindy, Bev)
- C. Charitable Giving (Barb, Mary Kay)
  - a. We donated 75lbs. of food and \$25 cash to Second Harvest. Mary Kay will post a thank-you in the Bulletin Today.
- D. Welcoming (Linda Lee, Bev)
- E. Communications (Lydia, \*)
  - a. It was suggested that we put up posters regarding NESC to create interest and share information.
  - b. Lydia also suggested that, as members of the NESC, we put the NESC logo in our email signatures. Linda Lee volunteered to email everyone a copy of the logo to use.
- F. NEW COMMITTEE to be created on developing a greater sense of community among the staff.
  - a. Members: Pat, Lydia, Mary Kay
  - b. Ideas:
    1. Blog/chat room on website
    2. Create a simple mailer regarding information on Staff Council.

**UST Committees:**

- a. Affirmative Action (Barb)
- b. Budget Advisory (Shiromi, Jason)
- c. Fringe Benefits (Cindy, \*)
- d. Minneapolis Operations (\*)
- e. HRAC (Pat)
- f. University Strategic Planning Task Force (Pat)
- g. Exempt Staff Council (Pat)

**Ad Hoc Committee:**

NESC Mission Statement (Shiromi, Linda Lee, Barb)

\* committee vacancy

6. Constituent issues:
  - A. None received to-date

7. Old Business:

- A. Staff Appreciation breakfast: April 15, 2008
    - a. Invitation to non-exempt staff; collect RSVP's - Carissa
      - 1. The return address should be printed on the invite—they will come back to Carissa.
      - 2. Linda Lee gave Carissa copies of previous invitations for reference.
    - b. Gift for attendees – Shiromi & Jason
      - 1. Shiromi suggested plastic cups with the NESC logo on them.
        - i. Purple with white writing.
        - ii. Barb is going to check on the price/minimum order quantity for cups.
        - iii. It was suggested we put whatever other gift items we have inside of the cups, and slide those into cellophane bags tied with ribbon.
          - Lydia is going to check on the price of the cellophane bags.
    - c. Order food & Reservations – Bev
    - d. Entertainment – Mary Kay
      - 1. She is in touch with Leif Erickson, and is waiting to hear back from the Gospel Choir.
    - e. Door prizes & silent auction ( )- all
      - 1. Cindy is going to touch base with Barb Joynson regarding how we went about contacting organizations for donations last year.
        - i. Carissa volunteered to draft a solicitation letter.
        - ii. Cindy will work with Barb on collecting the larger auction gifts.
    - f. Food drive (Transfiguration Catholic Church food shelf) – Charitable Giving 1.
      - Pat will follow up with Charitable Giving.
    - g. Communications – Pat & Lydia
      - 1. Pat and Lydia will sit down and work out a timeline. They will coordinate with Carissa on when to mail invitations.
    - h. Decorations –
      - 1. It was decided that we will stick with centerpieces only.
  - B. Staff Appreciation Award
    - a. Timeline:
      - 1. The nomination form should be sent via email mid-February. Pat will send it.
      - 2. Nominations are due by March 7<sup>th</sup>. We will review, Gene Scapanski will review, and we will decide on the recipient at our March NESC meeting. The announcement will be made at the Staff Appreciation Breakfast, and the information will be put on the website the following day.
    - b. Order award – Shiromi
      - 1. Pat passed along information regarding ordering the award to Shiromi.
  - C. Elections – 8 openings
    - a. Timeline: tentative timeline discussed..
8. New Business:
  - A. Introduction to new program at St. Thomas called **UST CARES!** by Jane Canney
    - 1. It was decided that HR will speak briefly at the Staff Appreciation Breakfast regarding the new program, with a follow-up brown-bag session to be scheduled shortly thereafter.
      - 1. Pat will work with Jane to schedule the brown-bag session.
    - 2. It was suggested that, in addition to the plans already in place, we also have a calling tree.
    - 3. Barb suggested some kind of direction sheet of a standard appearance be put together and handed out so that there is a consistent, recognizable tool to look for if it is ever needed.
    - 4. A copy of Jane's handout on UST CARES! can be found at the end of the minutes.

**Next meeting: Wednesday, February 20, 2008**

Representative	Constituency	Phone	Department	Campus Mail	Term
<a href="#">Carissa Bartlett</a>	Administrative	2-6989	Development	DEV	2007-2008*
<a href="#">Shiromi Beach</a>	St. Paul at Large	2-5407	OSF Library	5004	2007-2008*
<a href="#">Linda Lee Borovansky</a>	Administrative	2-6417	University Relations	LOR508	2006-2008
<a href="#">Jason Gillen</a>	Minneapolis at Large	2-5000	Public Safety-Minneapolis	4081	2007-2008*
<a href="#">Bev Johnson</a>	Academic	2-5870	Graduate Music	LOR103	2007-2009
<a href="#">Barb Joynson</a>	Administrative	2-6434	Alumni Association	ACR	2006-2008
<a href="#">Lydia Lamb</a>	Auxiliary Services	2-5100	Public Safety	4081	2007-2009
<a href="#">Cindy Nedved</a>	Auxiliary Services	2-6670	Facilities Scheduling	4076	2007-2009
<a href="#">Mary Kay O'Rourke</a>	Academic	2-5705	John A. Ryan Institute	55S	2007-2008*
<a href="#">Pat Reinhardt</a>	Academic	2-5150	Modern and Classical Languages	5027	2006-2008

\* Filling vacancy

**“UST Cares: Providing Resources and Information to Enhance a Safe and Healthy Campus while Striving to Prevent Violence”**

University of St. Thomas  
Non-Exempt Staff Council  
2:30 p.m. January 16, 2008  
Hormel Room

**RESOURCES**

- **Behavioral Leave Policy:** designed for situations in which a student's behavior indicates a direct threat to the health and/or safety of self or others. The university reserves the right to remove a student by requesting or requiring a student to take a leave of absence from the university for reasons pertaining to her or his behavior. In addition, disciplinary action may be taken under other university policies and procedures. (**Karen Lange, Dean of Students, 962.6050, [kmlange@stthomas.edu](mailto:kmlange@stthomas.edu)**)
- **Personal Counseling Resources:** Mental health providers offer comprehensive psychological services for students. For assistance in working with students, the Personal Counseling and Testing Office has added new information on its Web site at [www.stthomas.edu/personalcounseling](http://www.stthomas.edu/personalcounseling). Information on counseling resources, including one-on-one counseling resources available to students, is available. (**Dr. Jeri Rockett, Director, 962.6780, [gmrockett@stthomas.edu](mailto:gmrockett@stthomas.edu)**)
- **The FLAG Team:** an interdepartmental committee convened by Academic Counseling and the Dean of Students Office. The purpose of the team is to make a concerted effort to approach students who seem to be having difficulty within the St. Thomas community, and determine how to effectively support their retention and success within the university. The team meets on a monthly basis during the academic year, and periodically during the summer. (**Sr. Sharon Howell, 962.6076, [smhowell@stthomas.edu](mailto:smhowell@stthomas.edu)**)
- **University Action and Response Team:** an interdisciplinary group co-facilitated by the Dean of Students and Director of Public Safety. In response to a changing culture, the group has taken a proactive agenda to conduct environmental (external and internal) scans, review and update campus crisis plan, and perform as a threat assessment team. (**Dean Karen Lange, 962.6050, [kmlange@stthomas.edu](mailto:kmlange@stthomas.edu) or Dan Meuwissen, Director of Public Safety, 962.5189 or 555, [dimeuwissen@stthomas.edu](mailto:dimeuwissen@stthomas.edu)**)
- **Hate Crime Policy:** developed to investigate hate crime, or bias-motivated incidents, in a direct and thorough manner while striving to respect the rights of all parties involved. (**Dean Karen Lange, 962.6050, [kmlange@stthomas.edu](mailto:kmlange@stthomas.edu) or Lawrence Potter, Director of Institutional Diversity, 962.6951, [ltpotter@stthomas.edu](mailto:ltpotter@stthomas.edu)**)

**WORKSHOPS**

- Community reintegration (Fall 07: 50 – 60 returning Veterans from Iraq who are students)
  - Services available via Veterans Services in Personal Counseling (Duane Bauer: 612.625.7620; [bauer333@umn.edu](mailto:bauer333@umn.edu))
  - Workshop focused on returning students, staff, faculty needs
- “Diffusing Distress and Aggression on Campus” Faculty Development and Leadership Academy (spring 2008)
- Mobile Faculty/Staff/Student Presentations

**COMMUNICATIONS**

- Web Site
- Emergency Notification
- *Synergia* Faculty Development Newsletter
- Parent Newsletter