

## 2007-2008 NESC Year End Report

The primary objective of the 2007-2008 Non-Exempt Staff Council (NESC) was to become more visible to the University of St. Thomas community. With this goal in mind, the following are the accomplishments of the 2007-2008 NESC:

1. Maintained 10-12 member council throughout the year despite high turnover. The '07-'08 membership was as follows:
  - Carissa Bartlett: filled vacancy August '07-May '08; secretary
  - Shiromi Beach: filled vacancy July '07-May '08
  - Alissa Begin: May-June '07, moved to exempt position; secretary
  - Tara Borkowski: May '07-May '08; secretary
  - Linda Lee Borovansky: May '07-May '08
  - Debbie Connor: May '07-Sept '07, left UST; treasurer
  - Jason Gillen: filled vacancy (recruited) Jan-May '08
  - Bev Johnson: May '07-May '08; treasurer
  - Barb Joynson: May '07-May '08; vice president
  - Sonny Knowles: May-July '07; left UST
  - Lydia Lamb: May '07-March '08; resigned
  - Cindy Nedved: May '07-May '08
  - Mary Kay O'Rourke: filled vacancy (recruited) Jan-May '08
  - Pat Reinhardt: May '07-May '08; president
  - Robert Smith: May -June '07; left UST
  - Ellen Uhrich: May '07; left UST
2. Changed name to **Non-Exempt** Staff Council what with the upcoming Exempt Council.
  - a. created the acronym "NESC";
  - b. created a logo ('NESC' in the UST shield);
  - c. added logo to email, website & all NESC correspondence
3. Designated bulletin board locations on the St. Paul campus:
  - 2<sup>nd</sup> floor of Aquinas Hall
  - Kiosk by the arches
4. Created "NESC" items with logo:
  - Thank You, Welcome and generic cards
  - Certificates of Appreciation
  - Click pens (gave as "thank you" gift)
  - Note pads (gift for attendees at breakfast along with a pen)
  - Name tags for NESC members
5. Had photo taken for the 2008 yearbook; first time this was done.
6. Developed a draft of the revised NESC mission statement, adding a philosophy statement.
7. Assisted at the Faculty/Staff Holiday Dinner in December for the first time; greeted guests at the door.

8. Held elections to fill ten seats on the 2008-2009 NESC;
  - a. added online nominations along with the voting process;
  - b. recruited support from the AAL;
  - c. 16 names were on the ballot from 26 nominations; this was the most names on the ballot in the past 5 years;
  - d. 2008-2009 members include 2 in 2<sup>nd</sup> yr of first term, 1 re-elected for a second term, 2 elected to first term after filling a vacancy in 2007-2008, 1 re-elected to serve a term after being off the NESC for three years and 6 brand new to the NESC;
  - e. discussed options for assistance on committees and tasks for next year; came up with two options for consideration:
    1. have the nominees that were not elected to serve as ad hoc members so that if they needed to fill a vacancy, they would have some familiarity with the NESC;
    2. recruit volunteers at the breakfast; received 4 names.
  
9. Hosted three open forums
  - a. one for non-exempt staff; topic was HR issues
  - b. coordinated efforts with the Exempt Council working group to host two all staff forums:
    - November: updates on the proposed medical school, construction, and climate study;
    - April: UST Cares! program, budget update and staff retreats
  
10. Responded to three questions from “Dear Staff Council” and a request from Dr. Rochon to provide input to the medical school focus group
  - a. Staff had a concern about diversity at UST; worked with Dr. Potter in response;
  - b. Staff questioned exempt staff working from home; worked with Edna Comedy in response;
  - c. Staff had a concern about the staff awards; worked with Edna Comedy in response;
  - d. Nichole Parker, member of the medical school focus group, came to the August meeting to gain our feedback and insights about the proposed medical school.
  
11. Continued to improve the Staff Appreciation breakfast held on April 15th
  - a. over 200 attended the breakfast which was the largest number of attendees in the past five years;
  - b. continued to have UST entertainment with the Just Showed Up Band and the (student) Gospel Choir;
  - c. added the Minneapolis bookstore sidewalk sale to the event in which they had t-shirts for \$5 and sweatshirts for \$10; it was a success in that they sold out of almost everything;
  - d. increased the number of items in the silent auction with 15 “theme” baskets”; raised \$1,457 for Hope for the City;
  - e. received over 125 lbs of non-perishable food for the food shelf at Transfiguration Catholic Church in Oakdale;
  - f. had more door prizes which were put in the purple UST bags and handed out at the door; sent a bag to over 30 staff that RSVP’d that they could not attend;
  - g. sent a “thank you” card to all donors and sponsors of door prizes and silent auction items.
  
12. Received two names for consideration of the 2008 Staff Appreciation Award which was presented to Pat Alexander.

13. Created folders in Blackboard:

- a. archive folder that only NESC members can view. Over the summer will collect, then scan, all paper documents; will work with a student from the REAL program on this project;
- b. non-exempt staff folder will be set up to post information that pertains to non-exempt staff such as meeting minutes; all non-exempt staff will have access to this folder (NESC website will contain general information for anyone to view)
- c. set up a discussion board in Blackboard for NESC members to reduce emails.

14. Continued to send a Welcome card to all new non-exempt staff.

14. Participated on UST committees:

- Fringe Benefits
- Budget Advisory
- Human Resources Advisory Council
- Strategic Planning Task Force
- Affirmative Action
- Attended University Council meetings

15. Presented awards to out-going NESC members:

Carissa Bartlett (1/2 year)

Linda Lee Borovansky (4 yrs)

Cindy Nedved (1 year)

Mary Kay O'Rourke (1/2 year)

Pat Reinhardt (4 yrs)

16. Created an information binder for each '08-'09 NESC member;

- a. contains members with contact information, by-laws, meeting calendar and committee descriptions as well as photos from the breakfast
- b. will add over the summer a process section for each task of the NESC such as breakfast, elections, award, etc.; this will be another project in which the student from the REAL program will assist.

17. Submitted a request to the Pepsi Funds Committee for a camera which was approved. Used the camera to take candid photos at the open forums and the breakfast, including set up.

18. In order to conserve on paper, implemented the following online processes:

- communicated with non-exempt staff via email;
- submitting nominations for election ballots;
- voting for the '08-'09 NESC;
- invitations to the breakfast;
- RSVP for the breakfast;
- voting for next year's NESC officers