

Agenda  
Saint John's Arboretum Advisory Council Meeting  
Monday, October 4th, 2004  
Room 150 New Science Building, Saint John's University

11:15 - 11:45 Lunch (optional, meet at office by noon or at the Refectory)

12:00- 2:00 Observe Sarah and Tom as they teach a group of 7-8 graders from a local grade school. (Optional) If you do come, please watch Sarah the most. Tom only got called in due to a shortage of qualified helpers, so feel free to jump in if you are qualified.)

2:15- 2:30 Refreshments 150 New Science, Natural History Museum

2:30 Full Council Meeting

Welcome & Introductions -  
Hello to Ryan Kutter - Ryan will be replacing Kyhl.

2:45 Strategic Plan Update - Terri B and Sarah G.

Be aware that Tom attended an all campus meeting on Thursday that outlined the 4 new strategic activities that will drive Saint John's and Saint Ben's till 2013. (Still a draft, but strongly endorsed by both presidents and the regents. )

- A) Residential Learning
- B) Liberal Arts Education
- C) Gender Development
- D) Spiritual Development

3:30 Staffing - Tom K.

Discuss opportunities to create "Fellowships" or "Interns" using a recent graduate to fill the office manager position next May for a 1 year period.  
(See attached)

Look at creating a similar Fellowship for a Naturalist / Educator to assist Sarah.

Decision needed: Do we want to create such internship(s)?  
How do we pay for them?  
What exactly should they do?

4:00 Membership Recognition Event December 3<sup>rd</sup>. - Linda Mock

4:30 other business. Assign committee tasks and set meeting dates.  
Next meeting date: December 3<sup>rd</sup>, 2004

5:00 Recognition of Kyhl Lyndgaard's service

5:30 Closing

## Committee Updates – for October 4th, 2004

### K-12 Education

- Completed teacher training for 20 in August.
- Updated current teaching kits
- K-12 tours are strongly booked for fall.

### CSB/SJU Education

- 20 positions for 20 hours per semester also filled + 5 student workers @10 hours per week. Training completed.
- Strong response from offer to work with professors other than biology & environmental studies. Kyhl and Tom and Sarah are leading sessions.
- Had a very successful bonfire for all 80 Residential Assistants from both campuses. Follow-up is requests for 6 more bonfires and talks.
- Timberdash had 60 participants.
- Have 20 new student members.

### Community Education

- Homecoming was better than usual with 31 on tours and some good contacts. \$100 in sales and 8 memberships. (Mostly student)
- Collegeville Colors is coming.
- See website for listing of upcoming events. <http://www.csbsju.edu/arboretum>

### Public Relations and Membership Benefits

- Newsletter coming next week.
- Linda Mock has been preparing for Membership Recognition Evening on December 3<sup>rd</sup>.
- Maps have been reprinted. (Thanks Scott)

### Fundraising

- Nothing new.

### Lands

- Deer hunt set for Nov 6&7. 50 applicants for 30 spots.
- Still working on new trail development with neighbor. This project could use a volunteer to coordinate with ROTC and assure timely completion.
- New challenge course is mostly completed. Thanks to ROTC.
- Logging is coming up soon and a good deal of marking needs to be done.
- Avon Hills Initiative is falling behind.

### Program Administration and Volunteer Management

- Hired Sarah Gainey which is a BIG benefit.

- Linda Mock is attending meetings of other volunteer coordinators in the area.
- Got a good start on the next edition of the strategic plan.
- Losing Kyhl to graduate school. Have hired Ryan Kutter to replace him till May 05.

## **Saint John's Arboretum Staffing, September 28, 2004**

### **Existing Positions**

- **Arboretum Director** (Tom Kroll) 1.0 FTE
- **Assistant Director/Environmental Educator** (Sarah Gainey) 1.0 FTE
- **Writer/Office Coordinator** (was Kyhl Lyndgaard) 0.5 FTE

### **Possible Changes for Writer/Office Coordinator**

- Keep at .5 FTE;
- Keep at .5 FTE, add another part-time/occasional position to help with CSB/SJU programming
- Move to 1.0 FTE; add duties regarding CSB/SJU programming and land management
- Replace at .5 FTE temporarily; develop a "Fellowship/Intern" position that would take effect in May or June. Or fill it as a "Fellowship/Intern" position already this year.

### **Other nature center employment options in Minnesota, as compiled by Sarah Gainey**

#### **Eagle Bluff Environmental Learning Center -Lanesboro, MN**

- Professional Naturalist Fellowship-end of August to early June  
-\$600 monthly stipend plus room and board  
-must have BA/BS
- Graduate naturalist position –end of August to early June  
-\$800 monthly stipend plus off site residence and on site meals, 60% employer contribution to group health insurance plan  
-Must have completed their professional naturalist fellowship program and BA/BS
- Environmental Educator position-1 year position, no option for renewal  
-\$15-20,000 salary  
-must have completed their professional naturalist fellowship program and BA/BS  
-no longer has this position, replaced by Graduate naturalist positions

#### **Audubon Center -Sandstone, MN**

- Naturalist intern-September to June  
-\$320 monthly stipend plus room and board  
-after 6 months, eligible for graduate classes at Hemline University

#### **Wolf Ridge**

- Graduate naturalist position-end of August to early June  
-\$3000 for the season plus room and board but must pay \$2500 for tuition to UMD  
-receive Certificate of EE with 18 credits towards a master of education  
-must have BA/BS
- Professional naturalist position

#### **River Bend Nature Center**

- Naturalist internship-September to end of May  
-\$660 monthly stipend plus off site room  
-must have BA/BS

### **Recommendation of Arboretum**

- Create full-time “Fellowship/Intern” position for Office Manager / Writer. Position would run from May 15<sup>th</sup> to May 14<sup>th</sup> the following year. There would hopefully be an overlap between the participants to provide some degree of continuity.
- Add a second such fellowship that would be an Environmental Educator position.

Use designated funding for existing .5 FTE position to pay for 1.0 full-time Fellowship position. (\$17, 900 from SJU account 64100 60500)

The Arboretum also has budgeted \$4,800 /year for 2 summer students that could be replaced if we filled both positions. We could probably also cut back on one of the full-time student workers during the school year which is \$700. \$23,400 is now budgeted each year for these types of positions.

- Housing ranges from \$4800-\$7200 on campus for 1 year.
- At \$600/month = \$7,200 / year salary plus benefits = \$9,150.
- At \$800 /month = \$9,600 /year salary plus benefits = \$12,200

Range = \$13,950 to \$19,400 for a full time Fellowship with salary, benefits and housing.

Discussions with Jody Terhaar and Ryan Blevins (leaders of the Resident Assistants programs) indicate the possibility of collaboration on some kind of on-campus housing that would allow this position to provide a direct link between the RAs and the Arboretum.

Hire 2 positions as fellowships. Offer \$15,000 per year for each position. Raise \$6,600 each year in addition to what we are raising now.