

## **AGENDA**

**SLU Business Manager Meeting  
January 11, 2007  
Busch Student Center rooms 352-353  
9:00a.m.-10:30a.m.**

- 1) Meeting Overview/Announcements: Linda Pizzo**
- 2) Conversation with Father Biondi**
- 3) Best Practices Update: Linda Pizzo**
- 4) Business Process Improvement Discussion – Update on Business Improvement Team Progress**

## Business Manager Meeting

### Minutes of the Meeting of January 11, 2007

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, January 11, 2007 in Busch Student Center, rooms 352-353.

#### Business & Finance Staff Present:

Bruce Andres	Vicki Cassady	Janice Crawford	Jenny Custovic
Rob Devereaux	Mary Drexl	Sharon Gajewski	Dale Goode
Greg Haney	Lee Kneibert	Marsha McBride	Tom Meadows
Tawnya Musial	Linda Pizzo	Jackie Siebert	Gary Whitworth
Bob Woodruff	Lisa Zoia		

#### HR Staff Present:

Bobbi Counts-Kysar      Karen Drake      Jennifer Haegele      Kathy Hagedorn

Guests in attendance: **Father Biondi**

#### Number of Business Managers Present: 62

Linda Pizzo welcomed everyone to the meeting and asked anyone who was attending for the first time to introduce themselves. Bobbi Counts-Kysar from Human Resources was attending for the first time. Next month's meeting will be held on February 8<sup>th</sup> at Schwitalla Hall. Please check the [meeting schedule](#) for the location of all future meetings. The main topic of the February meeting will be the budget process. Linda reminded the managers if they have any topics they would like addressed at future meetings to please send her an [email](#). Business Managers had submitted questions on-line for Father Biondi. Linda Pizzo said a few of the questions were more specific to Human Resources and Bobbi Counts-Kysar would respond to those questions.

#### *Conversation with Father Biondi*

Father Biondi began by thanking the business managers for the important role they play in the daily operations of the University. He reminded the managers of their responsibility to ensure their supervisors, chairman and all others in their area are following University policies. Father stated he realized this could cause internal conflicts and he would address that issue separately. Father stressed that attendance at the business managers meetings is important and encouraged all to take their job duties seriously and to make every effort to attend these meetings for all business managers.

Father reviewed the items that most concern him:

1. Student drinking and depression – this combination in young men and women can prove disastrous and it worries Father. The University has alcohol awareness programs on campus and this is something the University will continue to take very seriously and address regularly.
2. UMG – Father is very concerned about the volume of business at UMG. Increasing UMG's volume of business remains a priority. We are also looking at the possibility of a new ambulatory care facility to replace the aging DOB.
3. Enrollment – Father Biondi questions why the University can't have an incoming class of 1,800 or 1,900 instead of this year's current number (1,600) or the number being used for the FY08 budget, 1,650. Increasing enrollment would require hiring additional faculty, but Father said between on-campus housing and nearby apartments, SLU could handle the increased demand for housing. Finding the best way to reach potential students is a high priority. Currently

Marketing and Communications is working on ways to be more creative in their marketing. Father wants to see the enrollment grow both in quality and quantity of undergraduate students.

4. Arena – Father reported that 150 of the 190 piers for the new arena have been poured. Fundraising for the Arena is ongoing. He reported that the Development office is working diligently on fundraising and received a record amount of gifts in December. There is currently a lawsuit trying to dispute the \$8 million in TIF funds the University will hopefully receive upon the completion of the Arena's construction. The University initially won the lawsuit in the state court, but it has been remanded to the Missouri Supreme Court. Father said the new Arena is not just for men's and women's basketball. Commencement ceremonies and other events (concerts – conventions, etc.) will be booked in this new arena which has 10, 600 permanent seats. Father feels the Arena will make the University more appealing to prospective students and have a positive impact on the midtown area as well as a positive economic impact on the City of St. Louis.
5. Expansion of the Law School – Father reported that initial discussions are looking at expanding the Law school horizontally, westward on Lindell Blvd.

Father discussed items he is excited about for the future of Saint Louis University and highlighted some of the areas he is most pleased with at the University.

1. Academic success of students and faculty – Saint Louis University is drawing students with higher ACT scores and GPA's most every year. The faculty continues to be honored with awards and is experiencing success outside the classroom.
2. The number of long-term employees that remain with the University – Father is pleased when he walks down the hall on the 2<sup>nd</sup> floor of DuBourg Hall and sees the pictures on display of employees that have worked at SLU for 25 years or more.
3. The spirit of cooperation between employees – Father said that generally speaking, departments work together to get the job done. That spirit of cooperation helps keep SLU strong and fiscally sound.
4. The recent success of fundraising in the Development Department – they took in a record dollar amount during the month of December, \$6.4 million. The gifts weren't all large amounts, but added up to the record total. Not all donations have been processed, so Father is waiting to see how much was given for the Research Building and how much was donated for the Arena.

Father answered questions that were submitted by the Business Managers:

*University properties and expansion:*

Father stated the University now owns the former Missouri State Office Building located on Lindell Blvd., just east of Grand. How the building will be used is still being determined. Possible uses include "surge" space while other areas of the University are being renovated. For instance to reduce the construction time of the future law school expansion, the law school (with the exception of the law library) could be moved over to this building. Father also reported that several developers have contacted the University with proposals for developing both the green space on Grand and Lindell as well as the former Missouri State Office Building. Father believes we need mixed retail and apartments at that corner and some of the proposals are interesting and worth considering. Father also said the University has purchased properties west of the current medical center for possible expansion at a future date.

*Grand Bridge Rebuilding* – Father said this project was originally slated for 2008 but has now been rescheduled for 2010. The Grand overpass will be rebuilt without shutting down the bridge completely. The Metro-link station will be redone at that time also.

### *Internal Conflict*

Father addressed internal conflict issues that business managers and administrative assistants may face. Father stated that if anyone is put into a position to do something against University policy, they need to speak out. He suggested finding someone you can trust and discuss what you believe is happening. Father stated that all correspondence that comes to his office marked **Personal and Confidential** is opened only by him. So you may send a note to him directly if you are not having success working within your organization. There is also a toll-free hot line to call if you feel that University policy is not being followed – **1-877-525-5669 (KNOW)**.

### *Budget - Additional Escrows Amounts*

Father stated the escrowing initiative was a directive from him and the amounts each department was asked to escrow were determined based on historical spending patterns and needs. During the Budget process review, Father stated that year after year there were surpluses in the general operating fund and in designated fund accounts. Departments continue to use hard dollar accounts when designated surpluses remained unused. Father says the budget should be somewhat flexible but the purpose is to spend the targeted amounts. Everyone needs to be more responsible for their spending and prepare their budgets accordingly. SLU is fiscally sound and that is the seed of the future growth of Saint Louis University. Father also reported that SLU is moving to line-item budgeting, so we will have an accurate picture of what we will spend in various categories. This is important as previously spending to budget varied widely and prevented us from accurately forecasting University expenses.

*Outsourcing* – Father said that he likes to look at ways to save money – for the “Greater Good of the University” and to run an efficient operation. If outsourcing can help achieve those goals, he will consider outsourcing but will carefully consider the impact on existing employees.

Father took questions from the managers:

One manager commented that working with Tenet is difficult because they don't have the same goals and objectives as the University. Father reminded everyone that our relationship with Tenet is a partnership with the goal being to deliver quality healthcare which include: patient safety and patient satisfaction. He asked everyone to try and work toward that goal.

Another manager brought up the issue of how business managers are expected to ensure policy is followed, yet the faculty is not getting the same message directly from the administration. She gave the example of how faculty was not required to attend travel training sessions. Father said he understands that some faculty fight new policies and aren't particularly interested in attending training sessions. But the Business Managers and travel arrangers and approvers have attended these sessions and should be able to book travel for faculty following University Policy. Father urged the business managers to continue to book travel, following the University policy, and if someone is unwilling to follow the policy, take the steps he has suggested to resolve this conflict.

Father stated that visions and ideas for the future of the University must come from all of the employees. To achieve the goal of being the finest Catholic University, everyone must participate. Father stated that the goal of educating the students is to not only to give them a profession, but to develop the whole person so that they want to go out and make a positive change in the world.

### *Human Resources Questions*

Bobbi Counts Kysar answered HR related questions.

Promoting from within the University – 1 out of 10 current employees who apply for promotion are selected versus 1 out of 48 external applicants; hence, a current employee has a 5 times better

chance for selection than an external applicant. In other words, 10% of employees who apply are selected, while only 2% of external applicants are selected. Hiring external candidates always poses a greater risk. Resumes, references and interviews only reveal so much and until an employee is sitting at their desk performing their duties, no one knows for sure how the employee will work out. Hiring from within is preferred.

How can someone get their job upgraded? Bobbi stated that often employees want to have their job upgraded so they can make more money. However a job grade doesn't change unless the job changes in a significant manner that warrants a reclassification. Bobbi suggested that everyone use their HR consultants when it comes to issues of merit raises or reclassification.

Is there compensatory pay for salaried employees? Bobbi stated the answer to that question is "no". If you are a salaried employee you were hired to complete a job. No salaried employee has an 8-hour job. If it means working late, weekends, etc., then that is what is required to complete that job. There will be some flexibility in that if an employee works all weekend and has an errand that needs to be completed between 9 and 5 and they were unable to complete it on Saturday – they may be allowed to come in a bit late to handle that errand. If you run into problems with this, consult your HR consultant.

Employees working 80%, etc. – Bobbi stated that if you are consistently working above the 80% level of your position, it should be addressed with your supervisor.

Revised agenda – To keep the meeting within the 90 minute time frame, Linda Pizzo tabled the report on Best Practices and the update on process improvement teams until a future meeting. Linda is going to offer an opportunity for business managers to submit questions on-line prior to each meeting and will set aside 10 – 15 minutes at the meeting for discussion. These questions may relate to any administrative policies or procedures and the appropriate administrative office will be asked to participate. Linda reported that there is a 45% response to the surveys to date and is pleased with these numbers. It was suggested by a business manager that future meetings at the BSC should have a microphone ready for the speakers to use.

The meeting ended at 10:30 a.m.

Minutes respectfully submitted by Mary Drexler.