CALL TO ORDER: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:15 pm with a reflection by Ms. Sandra Ford, chairperson.

MEMBERS PRESENT: Virginia Antonacci, Jason Ayran, Diane Barbeau, Kathy Barbeau, Linda Benson, Teri Bertram, Mary Ann Bindbeutel, Camille Bruton Reinhold, Dawn DeLaria, Scott Denney, Daria Dietz, Kim Fitzsimmons, Sandra Ford, Mary Frazer, Gayle Gilmore, Kathleen Herron, Ruth Hilderbrand, Joyce Huelsmann, Kathleen Humphrey, Jackie Jackson, Charles Johnson, Elisabeth King, Joanna May, Yvonne McCool, Carolyn Mulhall, Kathy Neiger, Jana Newell, Kathy Patrylo, Denise Pearson, Teresa Perry, Natalie Peterein, Tammi Moore-Robinson, Colleen Schneider, Sue Stevens, Rita Stites, Shirley Stringer, Susan Torretta, Troy Turnipseed, Joanne Walley, Ellen Weis, Sherryl Williams, Cyn Wise, Sherry Wright-Gully


VISITORS: Karen Bolinger, Matt Campbell, Bob Chism, Jennifer Dizes, Ken Fleischmann, Mary Frick, Laura Forhan, Patty Haberberger, Dave Heimburger, Jan Herweg, Tim Kavanaugh, Karen Nolkemper, Greg Pfeffer, Pamela Samuels, Gary Whitworth, Jeanne Young

MINUTES: The minutes of the January 21, 2010 meeting were reviewed and approved.

ANNOUNCEMENTS: Sandra Ford announced that next month at the monthly SAC meeting we will hold an open dialogue on diversity at the university. We will create a safe zone so we can have a discussion.

Sandra Ford has called for nominations for the Staff Advisory Committee Executive Board for the 2010-2011 year. Nomination forms were emailed with the agenda for this meeting. If you need a form please contact her. Troy Turnipseed is the Chair Elect and will become the Chair for the upcoming year. Nominations are being taken for: Chair-Elect, Recording Secretary, Corresponding Secretary, and the Membership Coordinator. All nominations must be returned to Sandra Ford by Thursday, March 18th, 2010. The Election will be available on-line beginning April 1, 2010, and concludes on Thursday April 15th, 2010. You do need to be a member to vote. If you are not a member, please consider becoming a member. Membership forms are available online or get in touch with Tammi Moore Robinson, who is the current Membership Coordinator, mooret@slu.edu.

DONATIONS FOR HAITI: Susan Torretta reported that she has collected $500 to donate to the American Red Cross. It is not too late to donate, if you have any questions you can contact her at torretta@slu.edu.

MONTHLY SPOTLIGHT: Helping Our Own- Mary Flick, Mission and Ministry
Mary gave a brief history of Helping Our Own which had its origins in the late 1980’s. This program was originally started on the Medical School campus and migrated to the Frost campus and across the river to Parks College in 1993. In 1996, Parks College merged with the Frost Campus and, when Tenet purchased SLU Hospital in 1998, the Medical Campus merged to create one program. The mission of this program is to help fellow workers, many of whom are living paycheck to paycheck, who are suddenly hit with an unexpected money problem. An employee needs to have been employed by SLU for one year to qualify for this program. The funds are used for the “essentials of life”. Examples might be helping the individual with their monthly rent or paying their utilities. The gift is generally in the $500-$600 range and
since it is a gift, it does not need to be repaid. The group examines every need carefully to determine if this will be a one-time need, or if the problem is chronic and apt to occur again. The group will work with the individual to help them determine what future non-monetary help they may need to help address their issue.

During the year they have several fund raising events; a Spring Mail Appeal for donations, Ted Drewes & Gus Pretzel Days throughout the year, and in October, an annual Book Sale. Several departments on campus have held their own fundraisers to Help Our Own, an example of which would be the Law School who held a jeans day to raise funds. Mary also asked that if you know anyone in need please let them know.

Question: Do you plan to sell tulip bulbs this spring?
Answer: **They have discontinued this fundraiser as there were problems with the bulbs being mushy in the past. If someone would like to reactivate this they are welcome to reorganize it.**

Question: Do you plan to open this up to Madrid?
Answer: **Not at this time, but they will look into it.**

In closing, Mary thanked everyone for their past generosity and the opportunity to speak at our meeting.

HUMAN RESOURCES UPDATE: Ken Fleischman, Director of Human Resources

Ken spoke briefly about the Diversity Council and what an important, integral part of the university community it is. The goal of the council is to advance SLU as a welcome and supporting group of people of all colors and races. He encourages all to attend next month’s SAC meeting for an open discussion.

The compensation pool has been decided for FY11. The university will increase spending by $13M next year, of which $5M has been set aside for the merit pool. 2 ½% is the amount budgeted for next year’s faculty/staff increases. The goal for next year’s increases is to focus on retention of high performance employees. This is not a cost of living increase. The determination will be made for an increase if an employee has met or exceeded expectations for their performance. If an employee does not meet expectations, most likely there will not be an increase in salary. Managers are being asked to discuss career paths with staff. There are many opportunities on campus for professional development.

Question: As to the remaining $8M, how will it be split?
Answer: **It is at the discretion of the various departments of college how the pool will be split.**

Question: We realize that currently there is only one pool for both faculty and staff. Are there any plans in the future to split the pool and are there any guidelines in place to make sure there is a more equitable split of the pool?
Answer: **Administration is aware that there are issues with mandated faculty promotions that may take more than a lion’s share of the pool. There is discussion to change this in the future.**

TOTAL COMPENSATION STATEMENT: Patty Haberberger provided a demonstration of the new Total Compensation Statement that is now available in Banner. First log into Banner, then click on the employee tab, pick Benefits and Deductions, and finally pick Total Compensation Statement. This form will give employees an overview of all their current benefits. Included in the calculation are the medical and other insurance costs paid by SLU, tuition remission if you participate, and any other financially driven benefits which are specific to you.

Question: Will an employee receive a merit increase if they were promoted during the last fiscal year?
Answer: **Yes, there will be an increase if the employee’s performance warrants it; it is up to the manager.**

Question: If an employee’s performance does not merit an increase, what happens?
Answer: **A corrective action plan will be developed for the employee to correct the areas that are highlighted to be under expectations for their position.**
Question: How will an increase be determined if an employee is employed by 2 separate schools and under 2 separate Deans?
Answer: A representative from HR will facilitate the discussion to get an equitable increase for the employee in this situation.

Question: What if the old PCP was used this year in error? Do we need to redo the process?
Answer: If comments were written on the old form then it can be used. If no comments were documented then the form will need to be redone.

Question: Will the union workers get raises?
Answer: Union workers have contracts and there is a current contract in place which handles all of their pay increases.

Question: Is there anything in the future which will change this tool?
Answer: Focus groups are being formed to discuss how to redo the PCP. One question that needs to be addressed: Will one form work for all departments?

Question: If the supervisor does the evaluating, does HR make the decision for increase?
Answer: No, HR’s only job is to make sure that current guidelines are followed.

UNIVERSITY FY11 BUDGET: Gary Whitworth, Treasurer, CIO, Finance and Budget Planning
Due to time constraints the presentation about the SLU’s endowment fund by Dave Heimburger, Director of Finance and Budget, and Tim Kavanaugh, Assistant Treasurer, will be delayed until next month.

Gary Whitworth gave a presentation about the budget process and the many components that go into the yearly process. As soon as the new fiscal year commences they start making plans for the next budget year. Generally by December of each year, a meeting is held to discuss recommendations for spending for the next fiscal year.

SLU’s budget is tuition driven, which means that the more students who are enrolled the better. On a positive note, freshman enrollment was up this last fall. We budgeted for 1450 freshman and had an actual attendance of 1593. But on the other hand, we were forced to offer more scholarships in order to get the increase in attendance. The average increase for tuition was 6% at similar universities. SLU only raised their tuition rate 2%. The largest expense in our budget is personnel. That is why there is a close scrutiny of all positions, new and old.

The UMG budget is patient care driven. They have different concerns and needs than the general university.

Question: What is the status of the new DOB?
Answer: Temporarily on hold while working to put a plan together.

NEXT MEETING: Thursday, March 18, 2010- Boileau Hall, 12:00 pm

Monthly Spotlight: Diversity Panel

ADJOURNMENT: The meeting was adjourned at 1:30 p.m.

Submitted by
Kathy Barbeau, Recording Secretary