Call to Order: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:15pm by Ms. Kathy Barbeau. Kathy delivered a reflection by Winston Churchill.

Guests: Patty Haberberger, Interim Vice President Human Resources, Jeff Hovey, Director, Business Services

Attendance: Members: Charlotte Avett, Kathy Barbeau, Diane Barbeau, Larry Bommarito, Susan Brown, Alexis Bruce-Staudt, Smadar Chezrony, Lin Cowick, Toni Dean, Dawn DeLaria, JoAnn Filla-Taylor, Mary Ann Fox, Kathy Herron, Jacqueline Jackson, Jennelle James, Yvonne McCool, Patricia McQueen, Jana Newell, Terrie Perry, Natalie Peterein, Nicole Purcell, Colleen Schneider, Rita Sites, Susan A. Torretta, Joanne F. Walley, Ellen Weis, Carolyn F. Williams, Cyn Wise, Francesca M. Zanti,

Attendance: Via Fuze: Sharon Biddle-Ferrell, Suzie Bolte, Pamela Camp, Diana Foster, Nancy Gaines, Elizabeth Glauber, Tammy Grant, Debbie Humiston, Michael Mueller, Jeremy Nagle, Patricia Osmack, Kathy Patrylo, Allison Roba, Sally Schade, Alice Smith, Frances Ann Smith, Karen Stocke. Bridget Turner, Kathleen Wolf, Jeanne Young


Minutes: The January 16, 2014 meeting minutes were approved as submitted.

Announcements: Jeff Hovey delivered a presentation on the upcoming changes in copying equipment used on campus. The annual cost for copying equipment is approximately $2 million dollars. Presently, there are 3236 copying devices on campus. According to best practices, there should be one copier per five people. The goal is to have a one unified approach in each office. Xerox has been selected to help with the transition and to work closely with each office to select the equipment that best fits the needs of that office. Existing lease agreements will be bought out at University expense and the Xerox machines will be brought in to replace the leased equipment. Tests will be done to ensure that Xerox is compatible with EPICs, the electronic health records programs. May 2014 is the target date to begin moving the Xerox equipment into offices. Information about the upcoming changes will be posted on
Todd Vodnansky and Janelle James of Business Services will be the point persons if you have any questions.

Cyn Wise announced the University Recognition Committee had made its first call for submissions for 2015 Commencement honorary degree recipients. All members of the Saint Louis University community are encouraged to submit nominations. Nominees come from six backgrounds: Social Justice, Service/Public Service, Academia/Science/The Arts, Local Leader/Service to SLU, Business/Entrepreneurship, Faith.

Candidates of all racial, ethnic and religious backgrounds will be considered, but their actions and publicly stated beliefs should not directly conflict with the teachings and precepts of the Catholic Church, nor with the mission and values of Saint Louis University. This is the first call for nominations for honorary doctorates for the University's 2015 commencement, and the deadline for submissions is Friday, March 21. More information is available on the Honorary Degree website: http://www.slu.edu/honorarydegree.

Kathy Barbeau shared that Sodexho and Aramark are the finalists for campus food service. More information will be shared as it becomes available.

SLUMA will be featuring: "Tradition Redefined: The Larry and Brenda Thompson Collection of African-American Art". The exhibit will run from Feb. 21 - May 18, 2014.

Monthly Spotlight: Patty Haberberger briefly outlined the Volunteer Early Retirement Proposal (VERP). The committee is comprised of faculty and staff from across campus. The goal is to reduce the operating budget by $4 million. The committee is targeting early March as the date to present the proposal and responses will be due by June 30, 2014. More information will be shared in the upcoming weeks.

Ms. Haberberger answered questions that had been sent to her prior to the meeting. Clarification was needed concerning the Emergency Operation and Closure Policy. Because of the recent inclement weather, staff requested a clear definition of “emergency essential” personnel. Ms. Haberberger encouraged employees to have a discussion with their managers about who needs to come to work/stay when emergencies arise.

Another area of concern is the Staff Sick Leave Policy and the Caregiver Leave provision listed under the Staff Sick Leave Policy. Staff member accrue 13 sick days per year. The University will allow staff members to use up to five (5) days of accrued sick leave per calendar year, for the illness of an immediate family member, (parent, spouse, son or daughter), or person living in the employee's household when the employee’s presence and assistance is necessary.
In extenuating circumstances, the staff member may request to use an additional five days of accrued sick leave for this purpose. The need for this additional caregiver leave must be supported by medical certification and approved by the appropriate Vice President, Dean or designee.

Additional time off may be requested, consistent with the Family & Medical Leave Act of 1993 and the University policies on vacation and leaves of absence.

Ms. Haberberger took questions concerning SLU’s job reclassification and how the reclassifications were decided. An outside firm was hired to do a market analysis. However, not all positions at the University can be benchmarked. Job descriptions of record were used in the analysis. EEO codes are also being used to help with the reclassification. Some clerical and staff positions were evaluated with the help of business managers. Job descriptions are being developed for both exempt/non-exempt positions. The targeted timeline to have the project completed is the end of March 2014. More information will be shared as it becomes available.

The meeting adjourned at 1:40pm.

The March SAC meeting will take place on Thursday, March 20 in BSC 251A-251B.