CALL TO ORDER: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:15 p.m. by Troy Turnipseed, chairperson.

MEMBERS PRESENT: Kathy Barbeau, Anna Beasley, Teri Bertram, Mary Ann Bindbeutel, Lin Cowick, Tanya Davis, Daria Dietz, Karen Effinger, Sandra Ford, Mary Frazer, Ken Gebken, Gayle Gilmore, Clark-Ann Haas, Jenn Harp, Ruth Hildebrand, Joyce Huelsmann, Anne Imlay, Jackie Jackson, Laura Johnson, Elisabeth King, Joanna May, Amanda McArthur, Lee McDermont, Julie Miller, Karla Mosby, Carolyn Mulhall, Leantyne Neal, Kathy Neiger, Jana Newell, Katie O'Connell, Tracy Pascua Dea, Theresa Perry, Natalie Peterein, Allison Roba, Tammi Moore Robinson, Kari Saunders, Jennifer Scheesessele, Colleen Schneider, Rita Stites, Connie Tillman, Sheryl Williams, Linda Wilson, Sally Zetzman

MEMBERS EXCUSED: Virginia Antonacci, Christine Bales, Scott Denney, Mary Drexl, Jane Gleason, Janis Hurley, Alquinston Johnson, Keri Jupka, Richard Land, Yvonne McLaughlin, Lynette Murphy, Alice Smith, Shirley Stringer, Sue Stevens, Susan Torretta, Debra Wilson, Cyn Wise, Cathy Zimmer

VISITORS: Susan Aslin, Jason Ayran, Donna Burds, Britney Diener, Stacy Duvall, Bobbie Kysar, Karen Nolkemper, Denise Pearson, Kate Wacker, Jeanne Young

MINUTES: The minutes of the January 15 meeting were approved with the addition that Sandra Ford was present at the meeting.

MONTHLY SPOTLIGHT: Troy introduced Karen Nolkemper, human resources consultant and interim director of the Professional and Organizational Development (POD) division of Human Resources (HR). Karen reviewed the mission statement of POD and its priorities which include: (1) building internal bench strength to better serve our customers; (2) investing in training and development for faculty and staff to maximize workforce performance; (3) enhancing customer satisfaction and employee engagement to promote retention of key stakeholders. The HR strategic partnership model is to recruit and retain the finest staff through: Source/Select, Develop/Coach, Reward/Recognize, Optimize Talent. She asked all to let the POD team know what is working well, what is not working well, and for any recommendations. She particularly requested ideas for employee recognition.

Bobbi Counts Kysar, also from HR, was introduced and talked about the vacation pay policy – the maximum payout upon an employee’s leaving the University is 40 hours. If an employee leaves within the first six months of service, no vacation time will be paid. Technically, employees should not take vacation during the first six months of employment, but that can be negotiated for extenuating circumstances.

The University’s snow policy was questioned. The determination of the University’s closing is not with HR. The message on the SNOW line on January 28 was questioned; it gives the impression that faculty and students are more important/more cared for than staff. Why do staff have to take vacation time if not reporting “on time,” when classes do not begin until later in the day and faculty and students can arrive at a later time? The policy appears to be discriminatory against staff. Connie Tillman indicated she would look into the wording of the message. The emergency preparedness committee is working on a system to notify all University faculty/staff/students of any kind of emergency.

A question was asked as to how a person can know if an e-mail request for information, particularly a Social Security number, is legitimate. If such a request is from a slu.edu e-mail, it is legitimate. Dependents’ Social Security numbers should be updated in Banner. A mass communication about this will be going out soon.
In response to a question raised at the January meeting, there are vision benefits available through United Health Care.

HR is working with Right Choice to clear up the letter that was sent to employees about flexible spending.

All were encouraged to respond to the Newslink survey that will be coming out regarding Saint Louis University being one of the “best places to work” in St. Louis.

REPORTS:

EXECUTIVE BOARD: Troy reported that the executive board of SAC meets the week prior to the SAC meeting. At last week’s meeting the board agreed to add Tammi Moore Robinson, chair of the membership committee, to the executive board and asked for approval from the general membership. This was approved unanimously.

Nominations: The 2009-2010 nomination form is on the SAC web site. Nominations should be returned to Troy by March 19. Members were asked to self-nominate or nominate others. Corresponding secretary and recording secretary will remain two positions.

MEMBERSHIP: Tammi reported there were six new members this past month.

BOARD OF TRUSTEES:
Academic Affairs: Tracy Pascua Dea reported the meeting was mostly informational and included the history and future plans for the chemistry department and the history and future plans for the affirmative action office. The provost reported that applications for the next academic year are up and enrollment is up. Need-based aid will be sent in February.

Human Resources: A written report was submitted by Carolyn Mulhall and available for those present. It is attached to these minutes.

SAC MEETING DATES: They are available on the web site and follow:

March 19 – University Budget
April 23 – Provost Weixlmann (Lunch will be served.)
May 21 – Meeting will be a bar-be-que at 4:00 p.m. at the Simon Recreational Center. Troy plans to invite members of the President’s Coordinating Council.

40 in 40: Travis Wilson asked all to check the web site slu.edu/lent for a Campus Ministry lent project, 40 in 40. It will also be in Newslink.

ADJOURNMENT: The meeting was adjourned at 1:25 p.m.

Submitted by,

Joyce E. Huelsmann
Recording Secretary