

SAINT LOUIS UNIVERSITY

STAFF ADVISORY COMMITTEE

MINUTES OF MEETING

August 20, 2009

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

MEMBERS PRESENT: Kathy Barbeau, Teri Bertram, Sandy Bornfleth, Camille Bruton Reinhold, Anne Cavedine, Dawn DeLaria, Mary Drexl, Sandra Ford, Mary Frazer, Cara Gitchos, Jane Gleason, Ruth Hilderbrand, Joyce Huelsmann, Kathy Humphrey, Jackie Jackson, Laura Marie Johnson, Amanda McArthur, Shawn McCaw, Yvonne McLaughlin, Julie Miller, Carolyn Mulhall, Leantyene Neal, Jana Newell, Catherine Nolan, Theresa Perry, Tammi Moore Robinson, Kari Saunders, Jennifer Scheessele, Colleen Schneider, Alice Smith, Sue Stevens, Connie Tillman, Susan Torretta, Kate Wacker, Cyn Wise, Sheryll Williams

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VISITORS: Diane Barbeau, Donna Burds, Brittney Diener, Peggy Door, Kim Fitzsimmons, Marian Linck, Joan Lurkins, Cindy Ringkamp, Maggie Shelton, Bobby Wassel, Jeanne Young

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ANNOUNCEMENT: All SAC Members are strongly encouraged to attend the 2009 Convocation which will be held Friday August 21st, 2009 at 9:00am at the Chaifetz Arena.

MINUTES: The minutes of the April 23 meeting were approved as written.

CALL TO ACTION: Sandra Ford introduced Bobby Wessel who encouraged all to donate to this year's School Supply Drive which runs until Friday, September 4th. There are 20 bins located across campus for donations. Sandra next spoke about the Blue Post Cards which she has introduced. All SAC members are encouraged to fill out these cards with their suggestions for upcoming meetings.

MONTHLY SPOTLIGHT: Emergency Preparedness- presented by Connie Tillman. The purpose of the Emergency Preparedness Task Force is to prepare everyone for everything. They have printed Emergency Cards for each department's use. These cards list basic information for what actions need to be taken for a specific emergency. Please email Connie if you need more copies, tillmanc@slu.edu. Connie has been presenting at other meetings on campus to get the word out about being prepared for emergencies. The Task Force will come to any departments on campus where there is a need. They have recently spent time with the housekeeping staff preparing them for the upcoming flu season. Connie also talked about CERT Training, Campus Emergency Response Team. If anyone is interested in being part of a CERT Team, please contact her to learn more about future training opportunities.

UPDATES: Human Resources- Ken Fleischmann

Ken discussed the importance of reaching out to all new students as we are all involved in the service industry. He discussed where we have been and where we are going in the future. His goal in HR is to take Human Resources to another level in customer service. They are developing new training programs and new ways to recognize employee performances. We need to continually improve ourselves. Despite the economic downturn, the university has not cut any employee benefits and he does not anticipate any cuts in the future. All areas are being evaluated; an example is by creating more wellness plans to help keep future medical costs down.

Another change will be to the Grievance Policy. It will now go through Human Resources and be a peer review process. Kate Wacker, who is a project manager in HR, spoke briefly to the group. One area she will be working on will be a new recognition program. She also mentioned that a survey will be sent out within the next month to assess the needs for future training opportunities.

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A member mentioned that more university policies need to be written down in print. The policy regarding additive pay was also brought up as several individuals still had questions about when it was allowed to be used to pay individuals.

Ken agreed to stay after the meeting to meet with anyone who still had questions.

NEXT MEETING: Thursday, September 17th- Busch Student Center Room 170- 12:00 p.m.

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

Submitted by
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November 19, 2009

CALL TO ORDER: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:00 pm with a reflection by Ms. Sandra Ford, chairperson.

MEMBERS PRESENT: Virginia Antonacci, Jason Ayrán, Diane Barbeau, Kathy Barbeau, Teri Bertram, Kellie Dalton, Tanya Davis, Dawn DeLaria, Daria Dietz, Debbie Dill, Mary Drexel, Karen Effinger, Sandra Ford, Jane Gleason, Gayle Gilmore, Cara Gitchos, Clark-Ann Haas, Jen Harp, Kathy Herron, Janice Hurley, Anne Imlay, Donna Ivanovich, Jackie Jackson, Alquiston Johnson, Charles Johnson, Elisabeth King, Amanda McArthur, Shawn McCaw, Lee McDurmont, Yvonne McLaughlin, Leantyene Neal, Jana Newell, Catherine Nolan, Kathy Patrylo, Denise Pearson, Theresa Perry, Natalie Peterein, Sandy Pritt, Marie Reynolds, Allison Roba, Tammi Moore-Robinson, Kari Saunders, Jennifer Scheessele, Colleen Schneider, Connie Tillman, Susan Torretta, Troy Turnipseed, Ellen Weis, Cyn Wise, Sheryll Williams

MEMBERS EXCUSED: Marsha Bennett, Lin Cowick, Mary Frazer, Ken Gebken, Pam Guntli, Ruth Hilderbrand, Joyce Huelsmann, Laura Marie Johnson, Joanna May, Karla Mosby, Carolyn Mulhall, Debbie Wilson, LaKisha Lloyd.

VISITORS: Lawrence Biondi, S.J., SLU President, Patty Haberberger, Bob Chism, Eric Anderson, Susan Aslin, Jane Beckerk, Matt Campbell, Khamie Dastgan, Mary Ann Fox, Sam Kelner, Mary Krieg, Michele Prevedel, Mary Susan Quinn, Cindy Ringkamp, Todd Robben, Debra Schindler, Laurinda Smith, Mary Wolf, Ken Wolters, David Young.

MINUTES: The minutes of the October 15th meeting were reviewed and approved without changes.

CALL TO ACTION REMINDER: Blue Santa Drive
Blue Santa was not able to attend, but he sent two of his elves to collect donations from SAC members. This year's drive continues until December 2, 2009.

OPEN ENROLLMENT 2009: Elisabeth King asked to speak to the members. She wanted to remind all employees that Open Enrollment was almost over for this year. There would be one last meeting tomorrow, Nov. 20th at Busch Student Center, for any members who had further questions. She also wanted to remind all that the Coventry Contract was not renewed and that from this point on we would only have one medical carrier. Elisabeth also advised the membership that starting in the new year, the human resource department will be conducting a dependent audit. She suggested that all members check the names of dependents they have listed for benefits in banner. The current policy states that if you have dependents who are 19 or older and not enrolled in school, they will need to be removed as dependents. They are not eligible to continue their benefits through the employee. If you have further questions please email benefits@slu.edu. Elisabeth also briefly mentioned the new Medical Home option that is available this coming year. Dr. Gillian Stephens will be the medical director for this new clinic which will be located in the Doctors' Office Building, DOB.

Questions: Will all employees be defaulted into the mail order program with Express Scripts?
Yes, but you can opt out if you desire to. This is a good program for employees who take maintenance drugs. You can get 3 months of prescriptions for the cost of 2.

HUMAN RESOURCE UPDATES: Ken Fleischmann, Vice President of Human Resources
Ken was unable to attend this month's meeting but plans to attend the December meeting to provide any updates to programs that may have occurred.

UPDATES: Sandra Ford advised the group that the PCC Budgeting process was in progress. She further announced that the Executive Board would be reviewing SAC's bylaws in the coming months. At the last SAC meeting a member asked for SAC to review the current Tuition Remission Policy in regards to RIF. The policy is under review and Ken Fleischmann and Sandra will announce information as it is available.

MAKE A DIFFERENCE DAY: SAC's representative for this event was Cyn Wise. She had 7 members volunteer for the event which was held on Saturday October 24th, 2009. The members who participated were Cyn Wise, Bridgett Turner, Ellen Weis, Charles Johnson, and Mary Frazer. This year the members helped out at Our Lady's Inn.

NEW BUSINESS: Kathy Herron asked to address the membership. Kathy wanted to invite all members to "Lessons and Carols" which will be at 12:00 noon on Friday, December 11. It will be held in the Hospital Chapel, 3rd Floor, Desloge Tower, Saint Louis University Hospital. This program refreshes the spirit and reminds all of the true meaning of Christmas.

MONTHLY SPOTLIGHT: Lawrence Biondi, S.J., SLU President
 Father Biondi spoke about the budget process which is currently in progress. He described the timeline for accumulating all the data that is needed to budget successfully. Current student counts, the current value of the university's endowment, and revenues from development are all used to evaluate the available funds the upcoming fiscal year. Along with the revenues, all departments within the university put their needs forward for expenses for the upcoming year. Faculty and staff salaries are the highest line item expense on the university's budget. He emphasized that faculty and staff needs are treated equally in the budgeting process.

Father Biondi is optimistic about our fiscal future, but he does not believe we are out of the woods yet. Out of 28 Jesuit universities, we were 25th in tuition increases for 2009-2010. He feels there could still be a backlash to any major tuition increase in the future. This will need to be evaluated carefully. The budget process will be finalized by the December 12th Board of Trustee Meeting.

Father Biondi next spoke about the current plans to close the Graduate School and it's redistribution to various schools around the campus. Currently, the plans to close the Graduate School are on hold while further evaluations are made with the Faculty Senate. Business will continue as usual until December 15th when the Faculty Senate will submit a proposal regarding their concerns for the future of the Graduate School. He also spoke about the history of the Provost position and how it has evolved through the last twenty years.

A new ACC, Ambulatory Care Center, on campus is still in the plans for the future. The site for the new ACC will be where the Wohl Building is located on South Grand, next to SLU Hospital. Negotiations with Tenet regarding this site are currently in progress. This new center would eliminate rent payments to Tenet by the university. The Doctors Office Building is full and space is very much at a premium. He will provide more details as they are available. Another space which is currently being negotiated for is the unused Orthopedic Surgery Building located on Carr Lane. The proposed purpose for this space is a student center for the medical campus with additional classroom space, which will be needed if the medical school enrollment is increased from the current 175 to 200 students. He discussed the moving of offices from Salus Center to the new building on Lindell. Financial Services and Human Resources will be moving in December to the Lindell building from Salus and ITS will be moving from Des Peres Hall at the end of November. This will allow more classroom space in Des Peres Hall, which it was originally designed for. The empty spaces in Salus will be quickly filled by School of Public Health which is desperate for additional space. There is also discussion about opening a Day Care Center and moving the Dialysis Center from Drummond Hall.

Other items Father Biondi touched on were:

- Sponsored Programs is currently formulating a program that would provide PIs a 10% return on Indirect Costs to use at their discretion for research administrative needs.

-Casa de Salud, a new clinic at Compton and Chouteau, will be opening on December 1st. It is replacing La Clinica, which closed earlier this year. Its purpose is to serve the underserved population in the area.

Questions:

Has the new building on Lindell been named yet? *No, at this time, it will be called the Lindell building.*

NEXT MEETING: Annual SAC Pot Luck- Thursday, December 17, 2009- 11:45 a.m. (Special Time)
Allied Health Multipurpose Room
Monthly spotlight: Enrollment Management- Boyd Bradshaw
Mission and Ministry- Lisa Reiter

ADJOURNMENT: The meeting was adjourned at 1:15 p.m.

Submitted by
Kathy Barbeau, Recording Secretary

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VISITORS: T. James, Camille Lawson, Lisa Reiter

MINUTES: The minutes of the November 19 meeting were approved as written.

MONTHLY SPOTLIGHT:

ENROLLMENT MANAGEMENT: Mr. Boyd Bradshaw apologized but was not able to attend today's meeting.

MISSION AND MINISTRY: Ms. Lisa Reiter, director of Campus Ministry, began her presentation with the remark that one thing good about Saint Louis University (SLU) is the people who are the fabric of the institution. Lisa said that this time of year is significant to many different faith traditions. She spoke about Hanukkah, Advent, and the Muslim season and their significance, and how Christianity has incorporated the customs of other cultures. She posed the question: how can we find stillness in our lives. She also reminded those present of the SLU website prayer book. She encouraged staff members to submit contributions, either our favorite prayers or our own compositions. During Lent, Mary Flick will be using the Ignatian Exercises to guide those interested. A Twilight Retreat will also be offered once again in the spring.

HUMAN RESOURCES: The department was moving to new offices, so there were no representatives from the department available for an update.

NEXT MEETING: Thursday, January 21, 2010, 12:00 Noon, DuBourg 409

ADJOURNMENT: The meeting was adjourned at 12:45 p.m.

Submitted by,

Joyce E. Huelsmann
Acting Recording Secretary

MISSION AND MINISTRY
December 11, 2009

INTRODUCTION

This report highlights activities sponsored by the two departments of the Division (Campus Ministry and Pastoral Care), as well as activities under the supervision of Mary Flick, Chaplain to Faculty and Staff; Paul Coutinho, S.J., Assistant for Mission Formation; and, Chris Koerner, Web Projects Coordinator.

CAMPUS MINISTRY (Director: Lisa Reiter)

Retreats: In the fall semester, Campus Ministry offered four (4) retreats:

Retreat	Facility	# Retreatants	# Team Members	# Total Participants
Urban Plunge	Third Baptist	28	10	38
Fall Choir	College Church	28	3	31
Nature	Camp Wyman	31	8	39
Fall Encounter	Camp Wyman	40	15	55
		127	36	163

Christian Life Communities: Seven new CLCs have formed this fall. In addition, some established groups are taking new members, including the graduate student group and a group of senior students whose CLCs have disbanded during their time at SLU. More than forty-five students have chosen to participate. New guides include upperclass students, two Jesuit scholastics, and the affiliate minister from Christ in the City Lutheran Church.

Greek Convocation: The first Greek Convocation was held at College Church on September 16. Planned by Steve Fowler of Campus Ministry, Kirstin Leih of Student Life, and students from the Panhellenic and Interfraternity Councils, the event gathered the Greek community to welcome new members and celebrate the contributions Greek organizations make to their members, the SLU community, and the St. Louis area. Fifteen of the seventeen SLU Greek chapters were represented with over 400 students in attendance.

RCIA: Currently, there are eight students involved in this year's RCIA process. Five students are part of this year's RCIA (instructional) Team.

Body Donor Memorial Service: Approximately 1,100 family members and friends gathered at the Medical Center LRC on October 9 for the annual Memorial Service honoring those who had donated their bodies to the Saint Louis University School of Medicine during the previous year. Coordinated by Father James Baker, S.J., Medical School chaplain, the service was planned by first-year medical students who offered music, readings, chants, and scripture, as well as personal testimonies about the ways in which the donors by their generosity had become teachers of those preparing for medical fields. Also participating for the first time were students from the health sciences programs for physician assistants, physical therapy and occupational therapy.

Liturgical Ministers: During the months of September and October, forty-nine Eucharistic Ministers, nineteen Lectors and four Servers were trained and commissioned.

Student Emergencies: The campus ministry staff has had an active semester responding to student emergencies, among which was the death of student Nirmam Vasanwalla, and the sudden collapse and death of a security guard stationed in Griesedieck Hall. Often campus ministers are also involved when students receive word of the death of a family member.

UCA Martyrs Commemoration: During the fall, a number of events have marked the University's efforts to preach the message of "the faith that does justice" by commemorating the 20th anniversary of the murder of six Jesuits, their housekeeper, and their housekeeper's daughter on the campus of the Universidad Centroamericana (UCA) in El Salvador. Events have included:

- a Sunday evening student Campus Ministry Mass at which Mark Ravizza, S.J. of the Casa de la Solidaridad in El Salvador preached about the need to let go of our comfort in order to be open to the suffering of the poor;
- a sharing of reflections by students who through the Mev Puleo Scholars Program had participated in a two-month immersion experience in Nicaragua;
- a round table with faculty of the Health Sciences Campus, at which Father Ravizza presented on the theme of "justice in higher education";
- a presentation by John Dear, S.J. about the Salvadoran martyrs, violence, war, and the challenge of becoming prophets of peace and justice through creative nonviolence;
- an address by Father Ravizza to 125 faculty and staff on the topic of how a Jesuit university educates students for a "well-rounded solidarity";
- an address, sponsored by the students' Great Issues Committee, in which Father Ravizza shared stories of those who personally knew the martyrs, and invited the audience of 250 students, faculty and staff to reflect on the meaning for them of the martyrs' deaths; and,
- a Sunday evening Campus Ministry Mass at which Father Doug Marcouiller, S.J., Provincial of the Missouri Province Jesuits, spoke of his personal knowledge of the martyrs, and illustrated the Christian call to reconciliation by recounting a story from his days at Boston College when he was asked to take care of a student from El Salvador whose father, it turned out, was one of the assassins of those killed at the UCA.

SAINT LOUIS UNIVERSITY HOSPITAL PASTORAL CARE (Director: Sheila Hammond, RSCJ)

Mission:

The annual celebration of the “Caring Physician” Award took place on October 16, the Friday closest to the Feast of St. Luke, patron of physicians. Four physicians received awards out of thirty-one doctors nominated by interdisciplinary staff and some medical students. The inspirational service was well-attended by the hospital and University community.

The annual Memorial Service honoring patients who have died at the hospital during the past year occurred on November 1, the Feast of all Saints. Several family members who were present expressed gratitude for the service and the sense of comfort and consolation it brought them.

Education:

The Pastoral Care Department received word that the ACPE Ten Year accreditation site review which was to have occurred in 2011 has been moved to 2012, due to the number of ACPE centers being visited in 2011. Cristina Stevens, Director of Clinical Pastoral Education, and all of the people involved in preparation are relieved.

Several members of the Pastoral Care staff served as faculty for the “Death and Dying” course offered in the School of Medicine for third year medical students.

Sheila Hammond has been serving on a hospital committee to develop an educational program for hospital staff about Patient Rights and Dignity. This is part of an action plan mandated by the Tenet Health Corporation compliance office to assure that patient rights and responsibilities are uppermost in the minds of all engaged in the care and treatment of patients in the hospital.

Although Pastoral Care anticipates having an Extended CPE Unit beginning in January and ending in May, reports from area CPE centers indicate that the number of inquiries about extended programs has been lower than usual, reflecting, perhaps, current economic realities.

The Deacon Aspirant hospital visiting program is going well. The group of ten are engaged and committed to learning. Members of the Pastoral Care department serve as faculty with Cristina Stevens as the coordinator and primary educator. The group has didactic input one week and visitation with supervised reflection the next week. The program will continue through the second semester.

Ministry:

52 areas can be recorded which reflect pastoral interventions with patients, families or staff members. The following chart indicates data for four of those areas. (The data collected for the months of April through July does not include the month of May due to data loss.)

	2008 Total	2009 January – March	2009 April – July	2009 August – October
Initial Visits	6012	1564	2210	1272
Support-in-Waiting	3771	1067	1646	993
Deaths	631	168	199	156
Referrals		936	1434	1176

The Pastoral Care Performance Improvement Project, “Patient/Family Referrals from Nursing,” gathered a baseline of data around several referral types. As it turned out, not all clinical service areas were involved in these referrals, and so the Pastoral Care Staff revised the referral types. Data for these referral types will now be collected for three months before education of the nursing staff begins. The revised referral types are:

- 1) Processing Significant Information (e.g. dramatic change in prognosis, upsetting/distressing event outside the hospital, dashed hopes, grief, expressed anxiety)
- 2) Treatment Choices (e.g. interdisciplinary family conferences, support level change, hospice referral, facilitation of family discussion about treatment options).

MISSION PROGRAMS (Chaplain to Faculty and Staff: Mary Flick)

A three-week series, “Growing in the Ignatian Spirit,” was held on Thursdays, October 8, 15 and 22. Presented by Paul Coutinho, S.J., the series clarified commonly misunderstood Ignatian themes and offered insights to help participants live a more authentic, freer life. An average of 45 participants attended each session. This was a sequel to Coutinho’s highly popular four-part series in October of 2008. Each session was recorded and is now available for viewing on the Mission and Ministry website.

The Mission Brown Bag series has continued to take place on the second Thursday of each month. The September 10 program featured “Honoring Our Past, Building Our Future: A Year of Celebration,” with pastor Rich Buhler, SJ and staff member Ruth Cochran, exploring the history and life of St. Francis Xavier College Church while introducing the parish’s year-long celebration of the 125th anniversary of the first Mass celebrated in the church. Following October’s series with Paul Coutinho, the Brown Bag series resumed on November 12 with “The Legacy of the UCA Martyrs: 20 Years Later,” with Randy Richter (physical therapy professor) and Sarah Waninger (student). Twenty-five and eleven attended, respectively.

The fall Ignatian Lunch, “The UCA Martyrs’ Message: 20 Years Later,” was held November 18, featuring reflections by Doug Marcouiller, S.J., on the men and women martyred in 1989 at the University of Central America, and their relevance to those at Jesuit universities today. One hundred staff and faculty attended. The formal program concluded with a prayer service at the clock tower, as part of the students’ day-long vigil, in anticipation of their trip to the SOA Vigil and Jesuit Teach-In. Thirty staff, faculty and students joined in.

Plans continue for the Heartland-Delta VI Conference, set for late May at Xavier University, Cincinnati. The conference, titled, “‘The World is Our House’: Looking Within and Beyond Our Walls,” will offer a look at Jesuit higher education amid the globalization of society and its ever-changing realities. Featured speakers include John Allen, senior correspondent for the *National Catholic Reporter*; Kathleen Erickson, RSM, immigration advocate; and Larry Gillick, SJ, director of the Deglman Center for Ignatian Spirituality at Creighton University. Recruitment of approximately 40 SLU delegates has begun.

On October 14 a roundtable discussion took place on the topic of “Jesuit Schools and the Catholic Intellectual Tradition,” as presented in the most recent issue of *Conversations in Jesuit Education* magazine. Eleven faculty and staff attended.

The Bridges year at SLU began in September. There are eight faculty, staff and alumni participating, three of whom made the 28 Days of Guided Prayer retreat last March. Two Bridges program gatherings have been hosted, the September 21 “An Introduction to the Spiritual Exercises,” and the November 9 “Introduction to the First Week.”

The Faculty Learning Circle resumed with a welcome reception held September 2, at which Mark Pousson of the Reinert Center for Teaching Excellence facilitated a lively discussion of “Experiences and Expectations.” Eleven new faculty members attended. The October 5 Faculty Learning Circle featured, “A Jesuit University: What Difference Does it Make?” with John Kavanaugh, S.J. of the philosophy department. Eleven attended. The Circle continued on November 2 with a presentation on “Ignatian Pedagogy.” Four attended.

ASSISTANT FOR MISSION FORMATION (Paul Coutinho, S.J.)

Fr. Paul Coutinho continues to speak on the topic of Ignatian values and mission, on campus, locally, and nationally. In addition to the October three-part series entitled “Growing in the Ignatian Spirit,” he has presented to a number of groups within the University, most recently on the topic of “The Spirituality that Drives Our Mission” to focused groups in the Division of Human Resources, the School of Social Work, The School of Public Service, and the School of Nursing. Beginning with the University’s Mission Statement, Father Coutinho challenges groups to reflect on their own strivings for truth and excellence and to articulate their own vision of what it means to be part of the mission of Saint Louis University. Similar sessions are currently scheduled for the Office of the Provost and the Division of Student Development.

WEB PROJECT COORDINATOR (Chris Koerner)

Since the last quarterly report there have been over 4,600 visits to the various Mission & Ministry web pages, excluding the Campus Ministry website which has had over 5,700 visitors. Programs under the direction of Mary Flick account for over 20% of all of Mission & Ministry’s traffic. Clinical Pastoral Education and Pastoral Care represent another strong section of the division’s online presence, with over 400 visits to the CPE homepage alone. Over a dozen video sessions now appear on Mission & Ministry websites.

The online SLU Prayerbook, launched at the beginning of November, has received over 622 visits and over 2,000 pages viewed. The site is being updated three times a week and is linked to from multiple sites across the slu.edu domain.

Submitted by: Frank Reale, S.J., Vice President for Mission and Ministry

SAINT LOUIS UNIVERSITY

STAFF ADVISORY COMMITTEE

MINUTES OF MEETING

February 18, 2010

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, Sheryll Williams, Cyn Wise, Sherry Wright-Gully

MEMBERS EXCUSED: Anna Beasley, Tanya Davis, Debbie Dill, Mary Drexl, Ken Gebken, Jane Gleason, Cara Gitchos, Janis Hurley, Anne Imlay, Alquinston Johnson, LaKisha Lloyd, Amanda McArthur, Leantyene Neal, Sandy Pritt, Connie Tillman, Debbie Wilson

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

SAINT LOUIS UNIVERSITY

STAFF ADVISORY COMMITTEE

MINUTES OF MEETING

March 18, 2010

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: Jason Ayran, Diane Barbeau, Kathy Barbeau, Linda Benson, Teri Bertram, Lin Cowick, Dawn DeLaria, Debbie Dill, Sandra Ford, Ken Gebken, Gayle Gilmore, Cara Gitchos, Joyce Huelsmann, Janis Hurley, Anne Imlay, Jackie Jackson, Charles Johnson, Lee McDurmont, Carolyn Mulhall, Leantyene Neal, Kathy Neiger, Jana Newell, Denise Pearson, Teresa Perry, Natalie Peterein, Allison Roba, Tammi Moore-Robinson, Colleen Schneider, Rita Stites, Connie Tillman, Susan Torretta, Troy Turnipseed, Ellen Weis, Sheryll Williams, Debbie Wilson, Cyn Wise, Cathy Zimmer

MEMBERS EXCUSED: Virginia Antonacci, Anna Beasley, Marsha Bennett, Mary Ann Bindbeutel, Scott Denney, Daria Dietz, Mary Frazer, Kathleen Herron, Ruth Hilderbrand, Alquiston Johnson, Elisabeth King, Amanda McArthur, Shawn McCaw, Yvonne McCool, Karla Mosby, Catherine Nolan, Katie O'Connell, Kathy Patrylo, Sue Stevens, Shirley Stringer

VISITORS: Stacy Duvall, Delia King, Ken Fleischmann, Tim Kavanaugh, Gary Whitworth

MINUTES: The minutes of the February 18, 2010, meeting were reviewed and approved.

ANNOUNCEMENTS: SAC Executive Board nominations are due to Sandra Ford by the end of the meeting today. The positions up for election are: Chair Elect, Recording Secretary, Corresponding Secretary, and Membership Coordinator.

DONATIONS FOR HAITI: Susan Torretta reported that it is not too late to donate, if you have any questions you can contact her at torretta@slu.edu.

MONTHLY SPOTLIGHT: Gary Whitworth, Treasurer, CIO, Finance and Budget Planning
Gary Whitworth returned to this month's meeting to answer any further questions that might remain from last month's presentation. There were no further questions.

MONTHLY UPDATES: Ken Fleischmann, Director of Human Resources
Ken Fleischmann noted that several new policies have been approved by the President's Coordinating Council. Further details regarding these policy changes will be posted on Newslink in the coming weeks. A partial list of policies involved: Emergency Operations and Closures, FMLA involving military families, and Staff RIF. The timeline to implement these new policies is May 1, 2010.

Two other policies involve an Open Door Policy and a Staff Peer Panel Policy. As to the Open Door policy, Ken would like to see Human Resources step away from this process and allow the individual departments to work out their own issues. The Staff Peer Panel Policy will give employees an opportunity to have a hearing when conflicts arise. The panel will consist of 5 members, 3 will be from SAC and the other 2 will be managers.

Ken mentioned that they also will be going forward with further discussion concerning the Tuition Remission policy for an employee who may have lost their job due to RIF. Father Biondi has agreed to discuss this issue further. The current policy states that the employee can continue tuition remission to include the current semester plus one more semester. SAC would like to see consideration given to increasing this benefit based on an employee's length of service.

Question: Did anyone from SAC have input into the creation of these new policies?

Answer: Yes, former and current SAC Executive Board members had a chance to give their suggestions.

Question: What is the time frame for changing Tuition Remission?

Answer: Ken believes they will get it on the next PCC agenda to be held next month.

Ken wanted to note that there have been cases concerning long term employees, of 25-30 years service, where exceptions to the policy have been made by Father Biondi.

Question: How will SAC members be picked for the Peer Review Panel?

Answer: SAC's leadership will be making the recommendations.

There is still confusion regarding the merit pool increase for 2011. Even though the merit pool for next year is 2 ½%, this does not mean you will automatically get the full increase. Your entire department must have an average of 2 ½%. Management will decide the distribution of the increases.

NEW BUSINESS: Tim Kavanaugh, Assistant Treasurer

Tim gave the SAC membership an overview of the university's Endowment Fund. The objective of the endowment is threefold: to provide an annual predictable source of revenue; to preserve the purchasing power of the original gifts; and to support access to the debt markets. The targeted annual return for these investments is 8-8.5% a year. This target is evaluated yearly by the Board of Trustees.

Connie Tillman, Emergency Preparedness spoke to the SAC membership to update the group on recent developments. She announced that Digital Signage is going up in buildings across campus. She also advised the group that an "AED" has been installed in the School of Nursing. There needs to be 5 individuals who have completed training in a particular building before an "AED" will be installed.

Terri Bertram, Parking Issues Committee announced that a parking report had been submitted. She made a request to all SAC members on behalf of Dr. Patankar, Interim Provost, to ask all SAC members who have a hang tag for the Olive Garage the following question: When there is a special event at Chaifetz Arena, do you feel you should have to pay for event parking when you are already paying a monthly fee to park in the Olive garage? Please email your response to Terri Bertram at belgerit@slu.edu.

NEXT MEETING: Thursday, April 15TH, Il Monastero- 12:15 p.m.
 Monthly Spotlight- Saint Louis University- Panel Discussion
 Father Lawrence Biondi, S.J., SLU President
 Karla Scott, Ph.D., Chair African-American Studies
 Kent Porterfield, Ph.D., Vice President Student Development
 Ken Fleischmann, J.D., Vice President Human Resources

Sandra encourages all SAC members to attend the April meeting. She asks that everyone take a few minutes and put a list together of any questions you may have for the panel who will be discussing diversity on campus. Sandra apologized that this is the second meeting in a row on north campus but explained due to the expected turnout at the meeting this was the only space available to accommodate our group.

The May SAC meeting will be a BBQ scheduled for May 20th. It will be held at the Simon Rec Center.
ADJOURNMENT: The meeting was adjourned at 1:30 p.m.

Submitted by
 Kathy Barbeau, Recording Secretary

Parking and Transportation Committee Meeting Update

The committee met March 2, 2010.

The following topics were discussed:

1. Grand Bridge project- the project will not begin until the Compton project is complete. The Compton project has not begun. Tentative start dates for the Grand Bridge project are July and September.

Shuttle routes were recently approved by Metro. SLU will be using Vandeventer. Compton will be used by Metro.

2. The Shuttle ends June 30th-working on an RFP. Working on proposals for in-house versus outsource.

3. Parking Needs

a. The Flats (near Del Taco) SLU has been asked to enforce ticketing and towing there. A key fob system would be used. It would be a source of revenue to the University.

b. Hotel parking for the Morgan Building that Steve Smith is developing as a boutique hotel with 60 beds - need valet parking and self-parking options

c. Locust apartments- open in August. Geared toward grad students and professionals (where they closed the Josephine Baker Park)

4. Event parking - Request to revisit charging permit holders. Dr. Patankar asked that SAC members survey their groups. If you have a hang tag for the Olive garage, should you have to pay again for parking for an event or have to move your car to Laclede to park free?

Please respond to Teri Bertram belgerit@slu.edu or Susan Torretta Torretta@slu.edu by the beginning of April.

5. Closing of Hickory and Virginia for Rec. Complex starts this summer.

The purpose is Intramurals and Club Sports. There will be NCAA regulation size soccer field and a track.

SAINT LOUIS UNIVERSITY

STAFF ADVISORY COMMITTEE

MINUTES OF MEETING

April 15, 2010

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, Mary Ann Bindbeutel, Lin Cowick, Tanya Davis, Dawn DeLaria, Daria Dietz, Debbie Dill, Ken Gebken, Gayle Gilmore, Cara Gitchos, Joyce Huelsmann, Anne Imlay, Jackie Jackson, Charles Johnson, Elisabeth King, Elizabeth Lawrence, Yvonne McCool, Leantyene Neal, Jana Newell, Denise Pearson, Teresa Perry, Tammi Moore-Robinson, Kari Saunders, Colleen Schneider, Sue Stevens, Connie Tillman, Susan Torretta, Troy Turnipseed, Ellen Weis, Sheryll Williams, Debbie Wilson, Cyn Wise, Sally Zetzman

MEMBERS EXCUSED: Anna Beasley, Marsha Bennett, Teri Bertram, Mary Drexl, Mary Frazer, Ruth Hilderbrand, Janice Hurley, Alquinston Johnson, LaKisha Lloyd, Amanda McArthur, Karla Mosby, Carolyn Mulhall, Kathy Neiger, Kathy Patrylo, Marie Reynolds, Alison Roba, Rita Stites, Shirley Stringer, Cathy Zimmer

VISITORS: Adam Akers, Eric Anderson, James Banks, Sharon Biddle-Ferrell, Lawrence Biondi, S.J., LaTanya Buck, Charlotte Burnside, Aileen Cunningham, Barb Dempsey, Steven Dosenbach, Jennifer Duke, Stacy Duvall, Mark Ferris, Ken Fleischmann, Diana Foster, Patty Haberberger, Stephanie Hall, John Heartlein, Maria Hein, Diane Holloman, Kadi Johnson, Mark Knepper, Sam Kelner, Delia King, Glen Kemper, Karen Nolkemper, Katie O'Connell, Manoj Patankar, Kent Porterfield, Michele Prevedel, Susan Quinn, Cindy Ringkamp, Todd Robben Jennifer Scheessele, Debra Schindler, Karla Scott, Jennifer Semsar, Julia Sewall, Laurinda Smith, Lisaa Terneus, Bobby Wasse, Bryan Weaver, Ken Wolters, Joe Zitta

MINUTES: The minutes of the March 18, 2010 meeting were reviewed and approved.

ANNOUNCEMENTS: Please place your ballot for the 2010 SAC Election for Executive Board members for 2010-2011. If you are a SAC member you were emailed directions to complete your ballot on line. The voting deadline is next Thursday, April 22nd at 11:00 am. The positions up for election are: Chair Elect, Recording Secretary, Corresponding Secretary and Membership Coordinator.

Sandra took time to introduce and thank all present SAC Executive members for their work this past year.

Troy Turnipseed, Past Chair/Chair Elect
Cyn Wise, Corresponding Secretary
Kathy Barbeau, Recording Secretary
Tammi Moore Robinson, Membership Coordinator

Tammi has been the Membership Coordinator for the past 5 years and Sandra wanted Tammi to know that her commitment to SAC has been greatly appreciated.

Sandra also wanted to thank Lisa Terneus for arranging today's lunch.

MONTHLY SPOTLIGHT: Diversity Panel Discussion

Sandra Ford started the Panel Discussion by saying, "We stand here today to say that we want to be part of the solution here at SLU."

Sandra continued by introducing the Panel-

Father Lawrence Biondi, S.J., SLU President
 Ken Fleischmann, J.D., Vice President Human Resources
 Kent Porterfield, Ph.D., Vice President Student Development
 Jennifer Scheesele, J.D. Director of Diversity and Affirmative Action
 Mark Ferris, PhD- Associate Professor- Faculty Senate Rep.
 Mark Kneupfer, PhD- Professor- Faculty Senate Rep.
 Karla Scott, PhD, Professor- Moderator

Each panel member was given 3 minutes to make a statement. After everyone speaks we will open up the discussion to all in attendance who may have questions that they wish to have addressed. Audience members were asked to submit their questions on cards if they wanted to be anonymous.

Father Biondi discussed with the group SLU's stance on Diversity. SLU has always stood for Social Justice and Diversity and he let the audience know that as a university we will not tolerate issues of discrimination of any kind. In recent months several issues have surfaced on campus which have been and are being investigated to distinguish between rumors and fact.

Jennifer Scheesele feels SLU is creating men and women for others. As a group we need to be able reflect on our own identities. We need to be able to trust each other. Acts that have happened in the past are intolerable. Moving forward we need to educate our faculty, staff, and students so these incidents will not be repeated.

Kent Porterfield found that the recent events were very troubling to him. It gave him pause to reflect on the way things really are or are perceived to be. Not all students are having the same experiences here. We need to examine what kind of support is needed for all. Not necessarily doing entirely new things, but re-examining what we currently do.

Ken Fleischmann is looking at this issue from the Human Resource side. How can we partner with others to do better? How do we create an environment which is in keeping with our mission? How can we work with our faculty and staff to keep the best employees going forward? In light of the past incidents there has been a lot of pain. We need to examine programs for training that comfort these issues. We need to come together united in the future.

Mark Kneupfer feels like we turned a corner a while ago. These issues have made us realize that we are not as special as we thought. There is no limit in today's world to bigotry. This shows that we are not as protected here as we thought we were. It is important to show students that there is a limit to "in your face".

After these brief statements were made the audience members were asked to feel free to ask any questions or concerns that they might have. A hot line number was announced- 1-877-525-5669. This number can be used for any issues that faculty and staff feel are problems that need to be addressed.

The discussion was a good beginning and everyone agreed that we should continue this open dialogue in the future.

NEXT MEETING: Thursday, May 20, 2010, The Annual SAC BBQ will be held at the Simon Rec. Center, SLURuba 4:00 p.m. Please plan to attend this event.

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

Submitted by
 Kathy Barbeau, Recording Secretary