

**STAFF**

**ADVISORY**

**COMMITTEE**

**YEARLY**

**REPORT**

**FOR**

**2002**

**Staff**

**Advisory  
2002**

**Committee**

We shall steer safely through every storm so long as our heart is right, our intention fervent, our courage steadfast and our trust fixed on God.

Saint Francis de Sales  
1567-1622

University President Fr. Lawrence Biondi, S.J. in his January Message to the SLU community sends forth a spirit of optimism and energy for the year 2002, an upbeat tone for the year ahead:

Let us remember that a new year represents a new beginning. Let us together make a resolution to strive harder and push forward in pursuit of the growth and change we seek as a University community. I pray that 2002 may be the beginning of something wonderful for all of us.

A two-year term for the Chair of SAC was discussed this year. Updating the SAC Website took place all year with a new section added in August. The SAC Archivist distributed the Yearly Report for the year 1996 and the year 2001. Chair Carolyn Mulhall thanked SAC members at the May General Meeting for participation in the Staff Open Forum at Busch Memorial Center on April 16, one in a series of open forums held by the North Central Association team for the 10 year accreditation visit to SLU. Presentations over a wide range of topics were given by guest speakers at SAC Meetings this year. Mr. Julius Hunter, in the newly created Vice President for Community Relations position, visited SAC in December at the potluck luncheon in Verhaegen Hall. The University began a 5 year \$ 300 million Capital Campaign in late June, raising nearly \$ 160 million by October and \$ 163 million by year's end. The PCC began working on a program to help full time employees realize the dream of purchasing a home and approved an updated version of the 1994 Corrective Counseling Policy. The Busch Memorial Center Expansion began in June with an anticipated completion date of August 2003. Sandra Voss retired in January from employment with SLU, enjoying a farewell party at the Salus Center.

Randy McGuire was joined on the Charter/Protocol Committee this year by Joyce Huelsmann ( in March) and Gwenn Asher and Lee McDurmont ( in May). A two-year term for the Chair of SAC, the SAC Meeting schedule and Prayer at the SAC General Meeting were 3 issues taken up by the Committee. The first issue is to have further discussion. Monthly meetings will remain, with the Executive Board to cancel summer meetings at their discretion. The practice of prayer/reflection at the General Meeting will remain flexible each month, with the Executive Board having responsibility. It was following the May General Meeting that Chair Carolyn Mulhall was asked about the possibility of starting meetings with prayer or reflection.

Tony Stubblefield was kept busy all year long updating the SAC Website with the ByLaws ( in January),details on the Open Meetings and 2002 General Meeting dates, times and locations. He developed a flyer for the Spring Open Meeting which was e-mailed to SAC members and a flyer for Office Professional Day. A Fall Open Meeting flyer was developed from the press release written by Secretary Bree Owens in October. A section was added to the Website in August to include minutes from 2002 General Meetings.Newslink also carried SAC information.

The SAC Archivist/Historian distributed the Yearly Report for 1996 and 2001. Background material from 1992 was given out on the Survey with Colleges and Universities that asked the ways staff members participate on committees. The SAC Mission Statement in its 4 stages of development from 1992 to 1995 was distributed, noteworthy in the fact that changes took place only in the first 2 sentences from the original document to the last revision.

In August,Bridget Fletcher from the President's Office informed members serving on Board of Trustees Committees they will serve through 2003<sup>1</sup>. Academic Affairs, Development,Information Technology,Mission and Ministry and Human Resources.

Bree Owens began the year as the SAC rep to the Academic Affairs Committee. Announcing in November she was leaving her position at SLU,SAC appointed Mary Ann Bindbeutel to the Committee and also to the position of Secretary.Over the course of the year,the Committee discussed 1) the Boeing Institute's departmental status –to now be called the Dept. of International Business,2) the new HSC Research Building- planning process to kickoff in May and last 12 weeks,3) College of Arts and Sciences Dean Report by Dr.Joseph Weixlmann-issues of accountability movement,shift in governing education paradigms,strategic planning,4) Dr.Richard Mayden- sturgeon research and 5) Dr.William Sly-lysosome storage disease research. As Interim Provost,Dr. Weixlmann in September gave an update on the NCA visit to SLU.

Kathy Herron is the SAC rep to the Development Committee. Over the year,Bob Woodruff of Marketing and Communications reported on the good media for Fr.Biondi and the Water Tower Inn ,a huge increase in national and local media hits,consolidation of Design and Illustration into MARCOM Dept.,the Undergraduate University book ,the web portal concept,the good reception of Brad Soderberg as the new men's basketball coach and marketing for the Capital Campaign. Steven Vincent of Alumni Relations reported on the participation of 5 of the 15 regional chapters in the national SLU Day, reception at the Cincinnati game, changing of the E-Billiken,attendance of 75 people at the Cardinals game for an alumni outing ,merchandise for alumnae,the SLU Credit card and campaign kickoffs in various cities. Rebecca Dohrmann is the new student rep to the Committee,Mike Rozier deciding his SGA President duties keep him very busy.

Steve Gebhart is the SAC rep to the Information Technology Committee. 2 focus groups met in late January at the Manresa House to do a Training Needs Assessment for Information Technology.The Committee Chair, Mr.Gerald McElhatton,stepped down from the position in May.This year the Committee discussed the Missouri Bioinformatics

Research Network Proposal-Dr.Robert Webster,the SLU Technology Development Program-Dr.Robert Webster and the current status of SLU 2000 Initiative –Bruce Vieweg.In August, SAC Chair Carolyn Mulhall and Steve were serving on the Wireless Computer Technology Taskforce,an idea-seeking group to gather and then forward information to Michael Burk for a report to Dr.Thomas Moberg,Vice President –Chief Information Officer.

Carolyn Mulhall is the SAC rep to the Mission and Ministry Committee. The second National Ignatian Spirituality Conference will be at SLU July 25-28,the first Conference in 1999 attracting about 400 persons. The Heartland 4 Conference,in May of 2003 at Marquette University, will have 50 persons attending from SLU. Presentations over the year were given by Lisa Reiter and Twila McDonell ( liturgical celebrations coordinated through Frost Campus Ministry) and Mary Flick and Mary Beth Erickson ( ministry activities –special and standard programming). The Mass and Minestrone Program at HSC is similar to Soup and Substance on Frost Campus. The Shared Vision 3-part series is now used at other Jesuit institutions of higher learning.

The Human Resources Committee reported that Human Resources is making sure that what is happening coincides with the strategic plan. Voluntary turnover rates for staff stayed about the same as last year and are consistent with the national average, involuntary turnover rates are up slightly.The analysis done by Vicki Riek of the occupations compared to represented population in SLU's affirmative action program shows that SLU is underrepresented in Females and African American faculty.

In May,the Human Resources Committee had a discussion on the need to keep medical coverage affordable for both the employee and the employer. A very timely discussion because in the next month,in June, Sheryll Williams and Lynette Murphy were appointed to represent SAC on the ad hoc Medical Insurance Committee. With medical expenses increasing each year,the Committee will look at all 4 plans and do an analysis of claims for the last 10 years. Every effort is being made to not cut benefits while keeping with the University mission. Benefits Director Gigi Henson in November gave a Summary of Activity report on proposed changes for FY 04. Kathy Hagedorn in December provided additional information on the proposed changes.

In May,Chair Carolyn Mulhall and Kathy Herron took part in the New Employee Information Exchange.Organized by Training and HR Planning, SAC has taken part in the program for one year.Also in May,the Custodial staff became SLU employees and members of Local 50. Formerly Preferred employees, they will get higher pay and tuition remission.In September,Biweekly payday was changed from Thursday to Friday. A meeting on July 16 with reps from Payroll,ITS,Benefits and HRIS took place to write the proposal for the change. Marsha McBride,Director of Payroll,went over the proposal in detail at the August meeting.In November,Phyllis Basler and Diane Holloman gave a presentation on Promotion and Transfer. They strongly recommended cover letters to show writing ability and sentence organization.Ms.Karen Drake of Owens Drake Consulting Inc.was a guest at the SAC December meeting. Recently joining the HR Dept.to specialize in Organizational Development,she has offices at Salus Center.

The PCC ( President's Coordinating Council) in 2002 discussed the Budget, the Capital Campaign, the Employee Assisted Housing Program, the Corrective Counseling Policy and the ITS Appropriate Use Policy. Mr. Rob Altholz, Vice President of Business and Finance, was a guest at the SAC April meeting. His presentation of the proposed FY03 "hard dollar" educational and related budget included the process used by the PCC to prepare the budget. Approval was given to the ITS Policy and the Corrective Counseling Policy ( with a person placed on Corrective Counseling at the Performance Appraisal Needs Improvement level 1 or the Unacceptable level 2 stage but not during the Orientation period). The Housing Program proposal includes a forgivable loan of up to \$5,000.00 or 5% of the cost toward the purchase of a home in the close proximity to SLU for full time faculty and staff. The home must be the main place of residence. Approval is pending identification of neighborhoods involved. Other discussion in 2002 was on the Water Tower Inn, the Art Gallery and a Habitat for Humanity Project.

The Human Resources Board in 2002 also discussed the Employee Assisted Housing Program and the Corrective Counseling Policy. The 1994 Policy had different levels that never meshed with performance appraisals. The new policy, in effect July 1, sets up an action plan with time frames. Kathleen Brady, Vice President Management and Civic Affairs, is in the process of identifying the neighborhoods for the Housing Program. Homes purchased could be new or rehab-single family, duplex, condo.

Maura Brennan is the SAC rep to the Committee to Study Non-Academic Student Facilities. The expansion of Griesedieck Hall into Boland Plaza took place in the summer. The University had a new food service provider when Chartwells took over from Sodexo on June 1. Ameren Café in the John and Lucy Cook Hall expanded services. The large expansion project of 2002 was the Busch Memorial Center Renovation under the supervision of the architectural firm of Mackey Mitchell Associates. The existing building will be gutted and extended north and west. The lower level will contain a ballroom, lounge area, retail space, mail center, copy center, bank and restaurant. An outdoor theatre will be adjacent to the northeast corner. Major funding of \$20 million will come from the Board of Trustees with additional funding from Barnes and Noble and Chartwells. Offices now in BMC will relocate beginning May 15.

Susan Torretta is the SAC rep to the Parking Committee. Lots and garages to the east and the west of Frost campus and Salus Center are designated general parking as are the lots to the east and west at HSC campus. Preferred garages are Hickory West and Laclede. Over the course of the year, the committee discussed 1) definition of a small car, 2) pick up/drop off parking, 3) emergency phones, 4) access to and access time for garages, 5) enforcement of parking violations, 6) lots to be restriped and 7) better lighting in garages.

Donna Ivanovich reported on Office Professional Day which was held on July 24 at HSC campus. Keynote speaker was Mr. Larry Collett, a graduate of SLU Business School and CEO of Cass Information Systems. He spoke on the 8 laws to leading a more successful life. Chair of the committee is Dr. Ruth Marquis. Office Professional of the year was Jerome Taylor, Advancement Systems.

Jean Riley is the SAC rep to the Recognition Committee. She reported in May that Dr. Alice Hayes will give the Commencement address and receive an honorary degree at the 184<sup>th</sup> Commencement on May 18 at the Savvis Center. Formerly of Loyola University and at SLU as the Executive Vice President/Provost, Dr. Hayes was appointed in 1995 the President of the University of San Diego.

Sandy Pritt is the SAC rep to the Retention Committee. In May, Dr. Joseph Weixlmann in the Dean's Report to the Academic Affairs Committee reported the College of Arts and Sciences will be trying to improve retention and graduation rates by focusing on the first year experience. Fr. Biondi's Monthly Message in September stated the freshman to sophomore retention rose from 85.5 to 87.2 %.

Teresa Harvey was a SLU Star recipient at the November 22 Breakfast. Kathy Herron in May was awarded the Volunteer Partnership Award for availability and outreach. Sandy Pritt was selected as a 2002 SLU Rep to the St. Louis Metropolitan YWCA Leader Lunch. Gwenn Asher is to serve as the Chair of the Emergency Preparedness Committee. The SAC Membership Committee is composed of Anna Hogan, Janis Hurley, Wendy LaBenne and Sarah Bruno.

Guests at SAC Meetings discussed the Appropriate Use Policy (Austin Winkleman-Director ITS Client and Systems Services and Greg Patterson -Assistant General Counsel), Equipment in different level classrooms (John Ashby- ITS Educational Technology) and Nourishing of the inner core connecting body, mind and spirit (Marilyn Smith - HSC Campus Ministry Director). Mr. Julius Hunter, senior anchor/reporter at KMOV TV Channel 4 for 28 years joined the Executive Staff at SLU in the new position of Vice President for Community Relations. He will represent SLU to various civic, cultural and institutional boards- communicating current and future campus expansion to the external community. The January 2003 issue of Grand Connections featured an interview with Mr. Hunter, in the course of which he commented on his meeting with SAC at the December General Meeting in Verhaegen Hall.

Fr. Biondi gave a lot of information via the Monthly Messages to SLU Students, Faculty, Staff and Regents. He gave his annual State of the University address on April 30. In August of 2002, Fr. Biondi completed his 15<sup>th</sup> year as the President of Saint Louis University.