CALL TO ORDER:
The meeting of the Staff Advisory Committee (SAC) meeting was called to order at 12:17 p.m. by Troy Turnipseed, chair.

MEMBERS AND REPRESENTATIVES PRESENT:
Kathy Barbeau, Sandra Ford, Lin Cowick, Sandy Cox, Gayle Gilmore, Kate Goodman, Gigi Henson, Kathleen Herron, Joyce Huelsmann, Janis Hurley, Anne Imlay, Richard Land, Lee McDumont, Carolyn Mulhall, Kathy Neiger, Jana Newell, Tracy Pascua Dea, Tammi Moore-Robinson, Kari Saunders, Colleen Schneider, Shirley Stringer, Susan Torretta, Travis Wilson

MEMBERS EXCUSED:
Teri Bertram, Ismael Betancourt, Daria Dietz, Mary Drexel, Mary Frazer, Jane Gleason, Jenn Harp, Debbie Humiston, Alquinston Johnson, Elisabeth King, Joanna May, Julie Miller, Leantyene Neal, Catherine Nolan, Cyn Wise, Sheryll Williams,

VISITORS:
Allison Robn, Karen Nolkemper, Jeanne Young

ANNOUNCEMENTS:
Troy thanked everyone who brought donations for the school supply drive.

The September meeting of SAC will be Thursday, September 18, Pius XII Knights Room.

MINUTES:
The minutes of the May 8 meeting were approved with the correction that Gayle Gilmore was present.

HOT TOPICS:
The Sick Time/Vacation discussion was tabled until such time that Connie Tillman could be present.

MEDICAL BENEFITS:
Gigi Henson reported on updates regarding medical benefits. Pharmacy benefits claims will be transferred to Express Scripts (ESI) effective January 1. This change is being made because of complaints received with the current provider. Information will be sent out to all when details are confirmed. There will be other medical insurance changes going into effect January 1; details are still being worked out. In response to a question, Gigi indicated that the current dental plan is competitive with others available; again, pricings are being investigated.

OTHER HUMAN RESOURCES (HR) CHANGES:
Gigi also reported that Karen Drake’s position has been eliminated, and HR has suspended the leadership program for this year.

Ken Fleischman has been appointed interim vice president for HR effective September 1; Gigi will return to her position as director of benefits. As such, Ken will be the HR contact for SAC.

Gigi encouraged all to take vacation time that has been earned.

SMOKE-FREE SLU:
Troy reported that the student who presented at SAC last year about smoke-free SLU has presented to the President’s Coordinating Council (PCC). Father Biondi wants to know faculty and staff positions on
this topic and has encouraged the student to conduct a survey. All are encouraged to respond to such a survey.

WELCOMING NEW EMPLOYEES:
Troy is sending a letter to all new staff employees telling them about SAC; Travis Wilson will send a list of new employees to Troy each month. Travis e-mails all managers with new employees with suggestions on how to quickly and effectively integrate them into the department and University.

WOMEN’S COMMISSION:
Men are being welcomed at Women’s Commission events this year; check their web site for events.

REPORTS:
COMMUNICATION:
Troy updates the SAC web site regularly and lists meeting dates and locations (with addresses).

EMERGENCY PREPAREDNESS:
Connie Tillman indicated that there will be an update on Newslink soon, and a brochure will be sent to all about emergency preparedness. The committee is working on getting exit maps in all buildings. An “active shooter” video will be on the web sometime in the future.

SLU STAR:
The committee will meet in September to consider nominees.

MISSION AND MINISTRY:
Father Frank Reale has submitted a revised mission statement to the PCC.

FUTURE MEETINGS:
Topics to include:

- Father Blondi in the fall
- Joe Weixlmann in the spring
- Connie Tillman re emergency preparedness
- Tami Moore-Robinson regarding Instructional Technology Services (ITS)
- Volunteer opportunities
- Campus Recreation re SLU Fit

E-mail Troy with any other ideas.

VOLUNTEER WORK:
The question was raised if staff assisting with things such as student move-in projects need to use vacation time, or if that is considered work time. This is usually determined at the departmental level.

ADJOURNMENT:
The meeting was adjourned at 12:55 p.m.

Submitted by,

Joyce E. Huelsmann
SAINT LOUIS UNIVERSITY

STAFF ADVISORY COMMITTEE

MINUTES OF MEETING
September 16, 2008

CALL TO ORDER:
The meeting of the Staff Advisory Committee (SAC) was called to order at 12:05 p.m. by Mr. Troy Turnipseed, chair.

MEMBERS AND REPRESENTATIVES PRESENT:
Kathy Barbeau, Teri Bertram, Mary Ann Bindbeutel, Lin Cowick, Sandy Cox, Kellie Dalton, Mary Drexl, Gayle Gilmore, Jenn Harp, Kathy Herron, Joyce Hueis, Debbie Humiston, Janis Hurley, Anne Imlay, Jackie Jackson, Elisabeth King, Richard Land, Joanna May, Lee McDermont, Julie Miller, Carolyn Mulhall, Lynette Murphy, Leantyene Neal, Jana Newell, Catherine Nolan, Tracy Pascua Dea, Tammi Moore-Robinson, Kari Saunders, Colleen Schneider, Connie Tillman, Susan Torretta, Ellen Weis, Cyn Wise, Sheryll Williams, Debbie Wilson, Linda Wilson, Sheerry Wright-Gully, Cathy Zimmer

EXCUSED: Jane Gleason, Kathy Neiger, Shirley Stringer, Travis Wilson

VISITORS: Marsha Bennett, Linda Benson, A. Suzanne Bolte, Janice Damico, Sharon DeBolt, Jennifer Dizes, Camille Drennan, Emily Farkas, Kate Goodman, Sharon Herweg, Diane Holloman, Laura Johnson, Denis Jones, Delia King, Michael Lauer, Jessica Matistic, Yvonne McLaughlin, Malissa Montgomery, Michael Mueller, Karen Nolakamper, Megan Osborn, James Page, Denise Parker, Theresa Perry, Brenda Raineu, Cindy Ringkamp, Debra Schindler, Julia Sewall, Sam Simon, Sue Stevens, Linda Thien, Sally Tricomi, Kathy Vost, Jeanne Young, Sally Zetzman

ANNOUNCEMENT:
Troy called everyone’s attention to the article in Newslink about the SLU Make a Difference Day. His initiative for this year is to get staff more involved in University activities, such as this. Anyone who is interested in participating should contact him, and he will send all names to human resources.

INTRODUCTION:
Troy introduced Mr. Kenneth Fleischmann the interim vice president for human resources. Mr. Fleischmann indicated that he has been in the General Counsel’s office for over 19 years and dealing with human resources much of the time. He was not able to effect change from that office but hopes to do so in this new position. He envisions connecting with employees and improving employee and customer satisfaction using the “5Cs”: competence, conscience, compassion, commitment, community.

Rev. Lawrence Biondi, S.J., was introduced. He indicated he had just returned from the Madrid and spoke briefly of his desire to increase communication between the Madrid campus and the St. Louis campus. Rev. Frank Reale, S.J., is currently serving in a dual position of vice president for the Madrid campus and for mission and ministry.

Father Biondi would like to participate in an open forum with SAC the next meeting he is able to attend and to discuss many topics, especially the budget and the budget process.

Mr. Fleischmann indicated there will be a couple of benefit changes in the near future. Pharmacy benefits will go to Express Scripts effective January 1. There will be no change in the co-pay requirements. The change was made due to the quality of service issues.

Effective December 1, vacation accrual payouts upon leaving the employ of the University will be limited to 40 hours maximum. Vacation accruals will not change, just the payout for accruals when leaving the University. This will be for all employees, exempt and non-exempt. In response to a question, Mr. Fleischmann indicated the maximum will be 40 hours even if leaving the University is due to job elimina-
tion. He and Father Biondi emphasized the importance of taking vacation time, not just because of the payout restriction but because of the renewing aspect of taking time off work. The announcement will be made via e-mail to all.

Both Father Biondi and Mr. Fleischmann stated they want to hear from the staff, their concerns, questions, and what is being done well.

MONTHLY SPOTLIGHT:
SLU-Fit Program: Troy introduced Eric Anderson who distributed information about the SLU-Fit Wellness Program. The purpose of the program is to enhance wellness of employees and retirees. The cost for staff is $350, but some reimbursement is available for those meeting specific requirements. Enrollment forms for the program are not on-line. Hours for the Simon Recreation Center: Monday through Thursday – 6:00 a.m. – 12:00 midnight; Friday – 6:00 a.m. – 10:00 p.m.; Saturday – 10:00 a.m. – 10:00 p.m.; Sunday – 10:00 a.m. – 12:00 midnight. Hours for Salus Center: Monday through Friday – 6:00 a.m. – 9:00 p.m.; Saturday – 11:30 a.m. – 7:00 p.m.

REPORTS:
Membership Committee: All were reminded to sign the attendance sheet. Those who are interested in becoming members were asked to so indicate on the sheet. All staff are welcome to attend any meeting of SAC.

Going Green: The Student Government Association is beginning a Going Green Committee; if any staff member is interested in serving on that committee, contact Troy.

Board of Trustees Committees: Committees will be meeting the next couple of weeks.

STUDENT RESIDENCE: In response to a question, the new ruling that next year all freshman students will be required to live on campus will not affect commuter students.

NEXT MEETING: Thursday, October 16, 2008, 12:15 p.m., Learning Resources Center, Lecture Hall B.

ADJOURNMENT: The meeting was adjourned at 1:00 p.m.

Submitted by,

Joyce E. Huelsmann
Recording Secretary
SAINT LOUIS UNIVERSITY

STAFF ADVISORY COMMITTEE

MINUTES OF MEETING
October 16, 2008

CALL TO ORDER:
The meeting of the Staff Advisory Committee (SAC) was called to order at 12:17 p.m. by Troy Turnipseed, chairperson.

MEMBERS AND REPRESENTATIVES PRESENT: Lin Cowick, Sandra Ford, Mary Frazer, Gayle Gilmore, Joyce Huelsmann, Janis Hurley, Anne Imlay, Jackie Jackson, Elisabeth King, Lee McDermont, Carolyn Mulhall, Lynette Murphy, Leantyene Neal, Jana Newell, Tracy Pascua Dea, Theresa Perry, Allison Roba, Tammy Moore Robinson, Connie Tillman, Susan Torretta, Troy Turnipseed, Sheryll Williams, Linda Wilson, Travis Wilson

EXCUSED: Kathy Barbeau, Teri Bertram, Kellie Dalton, Tanya Davis, Antoine Gray, Jenn Harp, Debbie Humiston, Alquinston Johnson, Laura Marie Johnson, Kathy Neiger, Catherine Nolan, Shirley Stringer, Cyn Wise, Debbie Wilson

VISITORS: Linda Benso, Meribeth Broadway, Denise Parker, Sally Zetzman

MINUTES: The minutes of the September 18 meeting were approved as written.

ANNOUNCEMENTS:
Make-A-Difference Day: Troy related he had a SAC team of six who were going to participate in the Saint Louis University (SLU) Make-A-Difference Day. Others who may be interested should contact him.

Next Meeting: The November 20 meeting will feature Rev. Lawrence Biondi, S.J. All are invited and encouraged to bring a friend. Lunch will be provided.

Face-To-Face: Ken Fleischmann plans to be at all SAC meetings and available for questions and comments.

MONTHLY SPOTLIGHT:
Emergency Preparedness Program: Connie Tillman gave an overview of the work of the University's emergency preparedness committee which is composed of 38 members from across the University. One of the first and easiest things SLU faculty, staff, and students can do is wear their SLU identification badge at all times. This makes them easily identifiable as SLU employees/students. There is some emergency response information already posted on the Department of Public Safety (DPS) website, and more will soon be posted. Procedure guides will soon be posted around the campus. Fifteen weather band radios have been purchased and will be disbursed around campus. All ID badge holders will soon be replaced with a new version which will have a card that will give basic emergency information. The Student Government Association (SGA) is heading up campus emergency response training; Carolyn Mulhall and one other SAC member will be attending an upcoming workshop. There is an active shooter video on the DPS site, and it has been and will be shown at movies on campus. The committee is also actively working with the hospital about emergency preparedness.

REPORTS:
Medical Ad Hoc Committee: Elisabeth King reported that letters will be sent next week about changes in the medical insurance coverage. The open enrollment period will be November 1 through December 1; all changes must be made in that time period. If a change is not requested, the employee's insurance will default to the plan closest to her/his current plan. Express Scripts will be the new prescription carrier. Many pharmacies (including Walgreens) are included in the plan. Anyone with an automated prescri-
tion will have to get a new prescription from the physician for the new plan. There will be changes in co-pays for physician’s office visits. The information will be included in the letter to be sent.

Board of Trustees Committees:
Carolyn Mulhall reminded committee representatives that written reports should be sent to the executive board of SAC and extra copies brought to SAC meetings for distribution.

Academic Affairs Committee: Tracy Pascua Dea reported there were two guest speakers at the September 26 meeting: Dr. Terry Leet, academic department chair in the School of Public Health, gave a brief presentation on the National Children’s Study. Dr. Jennifer Giancola, associate dean of the School of Professional Studies (SPS) outlined the SPS-BJC partnership. Provost Weixlmann gave updates on freshman enrollment, the resignation of Dr. Michael Docter, vice provost for research; the collaborative program between SLU and Notre Dame in Louaize, Lebanon; the Ph.D. track in environmental sciences; the certificate in higher education administration with an emphasis on the community college; the Ph.D. in public health studies with a concentration in biosecurity and disaster preparedness. A full report was available and is attached to the official copy of these minutes.

Human Resources Committee: Carolyn Mulhall reported that Ken Fleischmann addressed the human resources transition, the focus topic of customer satisfaction and employee engagement and the recent announcement concerning the vacation policy about payout. A full report was available and is attached to the official copy of these minutes.

SAC Subcommittees:
Membership: Tammi Moore Robinson reported four new members for SAC.

University Committees:
Campus Recreation Internal Advisory Committee: Mary Drexel submitted a report. The SLU Fit program has 214 enrollees. A new whirlpool will be installed at Simon Rec Center, and diving boards will be replaced in the spring. Gym floors are scheduled to be re-done. Campus Recreation has won an award.

FACE-TO-FACE WITH HUMAN RESOURCES (HR)
Ken Fleischmann related that he had met with the chair, chair-elect, and past chair of SAC to talk about SAC and the SAC role. The HR Advisory Board used to give input to HR, and SAC had membership on that; but it no longer is in existence. His vision is that SAC would be the HR advisory board. HR has groups in charge of various areas, and he sees SAC with input to the groups. He wants to engage employees in the work of HR.

Mr. Fleischmann feels diversity is a very important aspect of HR; the new director of affirmative action is part of the HR management team.

He will bring to SAC meetings different members of his HR team to talk about their work.

Connie Tillman requested a letter be sent to SLU administrators to confirm that SAC membership is a “sanctioned” activity for staff. Ken promised that an e-mail will go out about this.

The focus group on diversity which were held in the recent past were mentioned as a very good avenue in which to promote diversity.

It was suggested that perhaps the structure of SAC could be changed to elected membership from the various units. This has been talked about in the past; but with some staff being a one-person “unit,” having membership from all “units” for staff would be very difficult.

The suggestion was also made that membership in SAC be considered in staff performance appraisals.
NEXT MEETING: Thursday, November 20, 2008, 12:00 p.m., Busch Student Center, St. Louis Room (change from previously announced location).

ADJOURNMENT: The meeting adjourned at 1:45 p.m.

Submitted by,

Joyce E. Huelsmann
Recording Secretary
SAINT LOUIS UNIVERSITY

STAFF ADVISORY COMMITTEE

MINUTES OF MEETING
December 18, 2008

CALL TO ORDER: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:18 p.m. by Mr. Troy Turnipseed, chairperson.

MEMBERS PRESENT: Virginia Antonacci, Anna Beasley, Sandy Bornfleth, Tanya Davis, Mary Drexler, Sandra Ford, Mary Frazer, Ken Gebken, Joyce Huelsmann, Anne Imlay, Richard Land, Joanna May, Lee McDermont, Carolyn Mulhall, Leantyne Neal, Tracy Pascua Dea, Allison Roba, Tammi Moore Robinson, Karl Saunders, Rita Stites, Shirley Stringer, Susan Toretta, Cyn Wise, Sherryll Williams, Linda Wilson

VISITORS: Kameron Bausch, Mary Flick, Barb Gradala, Diane Holloman, Jeanne Young

MEMBERS EXCUSED: Kathy Barbeau, Teri Bertram, Lin Cowick, Daria Dietz, Wayne Donjon, Pam Guntli, Debbie Humiston, Alquinston Johnson, Amanda McArthur, Kathy Neiger, Catherine Nolan, Theresa Perry, Colleen Schneider, Sue Stevens, Connie Tillman, Ellen Weis, Debbie Wilson

MINUTES: The minutes of the November 20 meeting were approved with the following corrections and clarification. Ginny Antonacci and Sandra Ford were present.

Under the President’s Remarks, while the overall undergraduate and graduate enrollments are up at Saint Louis University (SLU), the freshman enrollment did not meet the budget target figure.

MONTHLY SPOTLIGHT
DIVERSITY AND AFFIRMATIVE ACTION: Troy introduced Jennifer Scheessele, director of the office of affirmative action. Ms. Scheessele stated that she assumed this position in August 2008 and is an attorney by trade, from the Washington, D.C., area. Her office is in DuBourg Hall, room 36, and her telephone number is 977-3065. Her office investigates any complaints about affirmative action, conducts workshops, and is responsible for the affirmative action plan and its audits. Her goal is a University-wide strategic plan, one that would bring all efforts from around the University together. Recruitment practices are being examined. She referred all to the web site for diversity.

INFORMATION TECHNOLOGY SERVICES (ITS): Troy introduced Tim Brooks, vice president and chief information officer, who has been with SLU one year after 16 years at Washington University. Mr. Brooks distributed copies of the ITS Management Team chart. He lists as his main goals: reorganization around current IT needs; development and implementation of formal IT service network; adopt and nurture new IT culture based upon quality service. Service personnel have been increased 33%. Major equipment sites are in DesPeres Hall, Doisy Research Center, Caroline Building. Problems with the Banner system were mentioned.

MISSION AND MINISTRY: Troy introduced Mary Flick, Office of Mission and Ministry, who has been with SLU 22 years. Ms. Flick stated that it is up to all of us to keep the University’s Jesuit identity, the “why” we do what we do. Mission and Ministry offers opportunities for reflection. New in the spring will be 28 days reflection, “If I'm responsible.” The SLU Helping Our Own has served 95% of people who have approached them. She encouraged all to attend the three part “Shared Vision” series and the Ignation lunches and the Mission Brown Bag lunches. Brochures were available to be picked up.

REPORTS: Tabled until the January meeting.

ACCOMPLISHMENTS: Troy listed SAC accomplishments so far this year:
(8) Make a Difference Day participation
(7) Back to School drive
(6) Blue Santa drive
(5) Hot Topics Series each month
(4) Increased attendance
(3) Increase in new member applications
(2) Recognition – all SAC members will get a letter from the president thanking each for service with a copy to the staff supervisor
(1) A SAC budget

NEXT MEETING: Thursday, January 15, 2009

ADJOURNMENT: The meeting adjourned at 1:00 p.m.

Submitted by,

Joyce E. Huelsmann
Recording Secretary
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, Leantyene Neal, Kathy Neiger, Jana Newell, Katie O’Connell, Tracy Pascau Dea, Theresa Perry, Natalie Peterein, Allison Roba, Tammi Moore Robinson, Kari Saunders, Jennifer Schesessele, Colleen Schneider, Rita Stites, Connie Tillman, Sheryl Williams, Linda Wilson, Sally Zetzman

MEMBERS EXCUSED: Virginia Antonacci, Christine Bales, Scott Denney, Mary Drexel, Jane Gleason, Janis Hurley, Alquinston Johnson, Keri Jupka, Richard Land, Yvonne McLaughlin, Lynnette 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 Nolkeper, 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 Nolkeper, 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
CALL TO ORDER: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:05 p.m. by Mr. Troy Turnipseed, chair.

MEMBERS PRESENT: Virginia Antonacci, Jason Ayran, Christine Bales, Kathy Barbeau, Kameron Bausch, Sandy Bornflet, Michael Conley, Kellie Dalton, Tanya Davis, Scott Denney, Daria Dietz, Mary Drexl, Karen Effinger, Sandra Ford, Ken Gebken, Pam Guntili, Jenn Harp, Joyce Huelsmann, Janis Hurley, Anne Imlay, Jackie Jackson, Alquinston Johnson, Laura Johnson, Monica Kempland, Elisabeth King, Richard Land, Jessica Matistic, Joanna May, Amanda McArthur, Yvonne McLaughlin, Earlene Mills, Carolyn Mulhall, Lynette Murphy, Leantyne Neal, Kathy Neiger, Jana Newell, Catherine Nolan, Tracy Pascua Dea, Allison Roba, Kari Saunders, Colleen Schneider, Sue Stevens, Connie Tillman, Susan Torretta, Sheryl Williams, Sherry Wright-Gully, Cathy Zimmer

MEMBERS EXCUSED: Anna Beasley, Teri Bertram, Lin Cowick, Mary Frazer, Gayle Gilmore, Ruth Hildebrand, Julie Miller, Tammi Moore Robinson, Theresa Perry, Natalie Peterine, Shirley Stringer, Travis Wilson, Cyn Wise

VISITORS: Mary Cook, Jan Herweg, Diane Holloman, Delia King, Kevin Kuhn, Meg Kupfer, Kathy Patrylo, Denise Pearson, Kate Wacker, Laurie Wiedner, Jeanne Young

ANNOUNCEMENT: Nominations for the 2009-2010 executive board are due today. Forms are available in the back of the room and on-line on the SAC site. Nominations are due by 5:00 p.m. to Troy. The executive board usually meets one time per month, the week prior to the SAC meeting.

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

NEXT MEETING: The next meeting will be Thursday, April 23 (one week later than usual); the guest speaker will be Dr. Joe Weixlmann, provost, and lunch will be provided. The meeting will be held in the Anheuser Busch Institute auditorium. The May 21 meeting will be a barbeque, beginning at 4:00 p.m., outside the Simon Recreational Center. Food will be provided. The President’s Coordinating Council (PCC) will be invited.

MONTHLY SPOTLIGHT: University Budget: Troy introduced Gary Whitworth, assistant vice president and chief information officer. Mr. Whitworth’s presentation began with an explanation of the budget development process. The process actually begins in July with pre-work by various groups. September through November there are several meetings with the PCC and deans; recommendations go to the president in November and to the Board of Trustees for approval in December. The budget is enrollment driven. Sources of revenue include: tuition and fees – 72%, auxiliary enterprises – 15%, endowment – 8%, government grants – 4%, contributions – 1%. Expenses include: compensation – 66%, general – 26%, depreciation – 5%, interest – 3%. Stresses on major sources of revenue include enrollment, endowment, gifts, research funding.

FY10 Budget Assumptions:
- Freshman enrollment – 1450
- Undergraduate tuition increase – 2%
- New freshman discount rate – 41.5%
- Housing increase – 2%
- Meal plan increase – 2%
- Pooled endowment spend rate – 4.5%
- HSC Endowment spent rate – 5%

Compensation – 0%
New spending (in $000’s) – 1,000
Projected enrollment for FY 10 – 10,911 – resulting in income as follows (in $000’s)

<table>
<thead>
<tr>
<th>Tuition</th>
<th>$30,940</th>
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</thead>
<tbody>
<tr>
<td>Housing</td>
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<tr>
<td>Fees</td>
<td>398</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$40,278</strong></td>
</tr>
</tbody>
</table>

SLUCare/UMG (School of Medicine) missions include teaching, research, clinical. The projected payor mix for 2010 is: Medicare – 29%, managed care – 37%, Medicaid – 24%, commercial – 1%, self-pay – 9%. The UMG budget concerns and opportunities were reviewed.

Endowment: Objectives of the endowment are to: provide an annual, predictable, source of revenue for the University; preserve the purchasing power of the original restricted gifts; supports access to the debt market for capital projects (better debt rating). Saint Louis University is third in order of endowments of the Jesuit universities, following Boston College and Georgetown University. The endowment balance for FY 2009 was $665,000,000; FY 2008 was $880,000,000. FY 2009 spending rate was 5%. Since 1993 the endowment contributed $540 million to the operating budget.

ANNOUNCEMENTS: Mr. Ken Fleischmann had the following items of information.

Metro Routes: With the reduction in Metro routes in the coming weeks, Metro is organizing rider van groups to help those riders who will be affected by the reductions. Information, including telephone number to call, is available in the Human Resources office.

Staff Compensation Plan: When a staff person’s position is eliminated, staff with less than four months service will receive four weeks’ pay. For those with more than four months service, severance pay will be four weeks plus one week/year of service, up to 20 weeks pay. Grant positions – soft dollar positions will not be covered by University dollars. When grant money runs out, positions are eliminated. This needs to be communicated to grant directors, and they should be required to notify personnel on grants.

In response to a question, staff whose position is eliminated will not be able to collect more than the 40 hours vacation pay, as is the current policy.

Those staff whose pay is above the rate for the grade for their position will continue to receive a lump sum check to make up the difference in pay,

Ken indicated new policies will soon be disseminated.

NEXT MEETING: Thursday, April 23, 2009, 12:15 p.m., Anheuser Busch Institute auditorium.

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

Submitted by,

Joyce E. Huelsmann
Recording Secretary