CALL TO ORDER: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:19pm by Mr. Troy Turnipseed, Chair with a hearty welcome, introduction of new committee members and a reflection from Shei Silverstein (A Light in the Attic).

MEMBERS PRESENT: TBA

MEMBERS EXCUSED: TBA

VISITORS: TBA

MINUTES: Minutes from April 15 and June 24 were approved with no corrections or additions. Also there had been no committee meetings therefore no updates were received.

ANNOUNCEMENTS: Mr. Turnipseed expressed that SAC’s development is to promote dialogue between administration, faculty and students to create and nurture a spirit of unity among all employees at the University. He then requested introductory information from all present, stating their names, departments and time length of service at SLU. It was discovered employees present varied from a wide variety of departments and were from 1 month to more than 40 years of active service at the University. Hot-topics were requested and encouraged to be part of the ‘Monthly Spotlight’ giving members an insight on change and need to know occurring at SLU. It was mentioned that the December meeting “Holiday Pot Luck”, will be earlier in the month (possibly the second Friday) in order to get more participation from members and fellowship.

MONTHLY SPOTLIGHT:

Mobile SLU with information and demonstrations presented by Jeff Abernathy and Geff Strom.

Mobile SLU provides essential SLU information and services anytime, anywhere on your mobile device, with an interface optimized for on-the-go access. This site automatically detects the device you’re using and delivers an experience optimized for it. You’re using the version optimized for all phones, including Windows Mobile, BlackBerry, Symbian, etc. Mobile SLU is provided by Information Technology Services, in cooperation with other departments, as a free service to the SLU community. Feedback is welcomed! Please email your questions and suggestions to mobile@slu.edu.
Staff Peer Review Panel – Rick Land

Staff Peer Review Policy, effective May 1, whereas an employee has the right to appeal a disciplinary demotion, suspension or discharge to a peer review panel. This panel would consist of 3 persons from the Staff Advisory Committee and 2 other persons chosen from throughout the University's management staff. Mr. Land informed the group that more participants were needed and training will be implemented in the very near future.

Website information:  http://www.slu.edu/services/HR/forms/Staff_Peer_Review_Policy_3-31-10.pdf

Mr. Turnipseed made the announcement and apologies that Father Biondi will not be able to attend the next meeting on September 16. All SAC members/visitors were thanked for their donations for the University's School Supply Drive, which was in progress.

NEXT MEETING: Thursday, September 16, 2010
12:00 - 1:15 p.m.
Boileau Hall
Parking: On site
Please plan to attend this event.

ADJOURNMENT: The meeting was adjourned at 12:49 p.m.

Submitted by
Jacqueline A. Jackson, Recording Secretary
CALL TO ORDER: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:07pm by Mr. Troy Turnipseed, Chair, with a hearty welcome and a reflection from Ralph Waldo Emerson:

*We are all inventors, each sailing out of a voyage of discovery, guided each by a private chart, of which there is no duplicate. The world is all gates, all opportunities.*

**MEMBERS PRESENT:** Virginia Antonacci, Jason Ayran, Jennifer Baine, Diane Barbeau, Kathy Barbeau, Anna Beasley, Joan Beaty, Mary Ann Bindeult, Aileen Cunningham, Daria Dietz, Andrew Doeschot, Diana Foster, Mary Frazer, Ken Gebken, Gayle Gilmore, Jenn Harp, Joyce Huelsmann, Janis Hurley, Jackie Jackson, Alquinston Johnson, Monica Kempland, Elisabeth King, Ric Land, Lee McDermont, Jessica Moscati, Jana Newell, Katie O’Connell, Kathy Patrylo, Theresa Perry, Natalie Peterlein, Allison Roba, Tammi Moore –Robinson, Colleen Schneider, Rita Stites, Karen Stocke, Tony Stubblefield, Ellen Weis, Cyn Wise, Sally Zetzman.

**MEMBERS EXCUSED:** Camille Bruton Reinhold, Lin Cowick, Tanya Davis, Debbie Dill, Mary Drexl, Antoine Gray, Ann Clark-Haas, Anne Imlay, Charles Johnson, Karla Mosby, Carolyn Mulhall, Denise Pearson, Marie O’Sullivan Reynolds, Sue Stevens, Shirley Stringer, Connie Tillman, Susan Torretta, Regina Walton, Sheryll Williams, Debbie Wilson, Cathy Zimmer

**VISITORS:** Sharon, Biddle-Ferrell, Charlotte Burnside, Jan Herweg, Donna Bess-Myers, Lisa Yingst, Kathy Noser, Megan Mitchell, Patty Haberberger.

**MINUTES:** Minutes from August 19, 2010 were not approved. Due to technically difficulties, they did not contain informational data on participants that attended. Apologies were rendered. Also there had been no committee meetings therefore no updates were received, however there were **Reports** listed on the agenda with names of the committees and of persons involved.

**ANNOUNCEMENTS:** Cyn Wise requested participation from members and visitors for the annual, “Make A Difference Day”, scheduled for University-Wide participation on October 23, 2010 (Sat.) between the hours of 0800-1400. It is encouraged to come early to get a t-shirt and meals. Cyn advised that over the years SAC has participated by painting houses and raking leaves. Planting flowers on I-40, reading to children and assisting the elderly, etc., are other possible activities. She welcomes emails at wised@slu.edu or calls at 977-7657.

**MONTHLY SPOTLIGHT:**
**Human Resources Updates** with Ken Fleischmann, Vice President. Mr. Fleischmann expressed that he valued SAC and its members being very proactive, initiative driven and a great influence on campus. His topics of discussion were:

**Staff Peer Review Policy** Under this new policy, employees have the right to appeal a disciplinary demotion, suspension or discharge to a peer review panel comprised of three staff and two management employees. To take advantage of peer review, employees must follow specific steps, starting with filing a factual complaint in writing. If appropriate, the case then will be presented to the panel at a hearing, where the panel renders its decision by secret ballot. If the employee wins, the peer review panel will recommend a course of action to the department vice president, who will comply unless the recommendation violates University policy.

[http://www.slu.edu/services/HR/forms/Staff_Peer_Review_Policy_3-31-10.pdf](http://www.slu.edu/services/HR/forms/Staff_Peer_Review_Policy_3-31-10.pdf)

The first training session was scheduled on September 13 at 1500 at HR. More members are needed to be part of the panel selection pool.

**Staff Performance Management Policy** This policy replaces the existing Staff Corrective Counseling policy and sets forth new corrective counseling procedures. Notably, the level and number of steps of corrective counseling is no longer determined by the type of problem behavior. Instead, supervisors will use a Performance Improvement Memorandum to coach employees and determine the appropriate level of management required based on the particular issues and circumstances.

[http://www.slu.edu/services/HR/forms/Staff_Performance_Management_Policy_3-31-10.pdf](http://www.slu.edu/services/HR/forms/Staff_Performance_Management_Policy_3-31-10.pdf)

Along with this comes a performance management tool with core values, ratings and overall assessment that will be used for all members of the University community.

**Health Care Issues** Emails will be sent within the next week concerning the coverage for children, and an age up to 26 yrs. will be included on dependant coverage. Other benefit changes discussed including a wellness plan, with incentives; flex-plan will no longer cover OTCs (over the counter) purchases effective Jan. 2011; open enrollment (Nov 1); and the University is looking at all healthcare plans. With regard to the childcare issue: the University has not resolved the matter for our own base childcare center. Costs, sites and participation are still matters unresolved. The University is looking to foster with outside entities for cost savings for employees. The Employee Wellness Fair will be held Tuesday, Oct. 12 at Busch Student Center and Thursday, Oct. 14 at Doisy College of Health Sciences. The Wellness Fairs, which will now be held every fall, serve as a precursor to Human Resources' benefits open enrollment period, Nov. 1-30. Employees must participate in screenings and SAC has been invited to have screenings performed at the next meeting on October 21 (11:15 a.m. to 12:15 p.m.). In order to have the screening done, members will have to fast for 12 hours prior. There will also be blood pressure and height and weight measurements as part of the screening. If you are interested in participating in this, please contact Elizabeth King (kingec@slu.edu) to set-up a time for that day.

**Retirement** TIAA/Cref and Fidelity – some discussion on the lack of participants for Fidelity. University is looking for them to be carried directly by its members and not through the University.

New HR website coming soon with FAQs, strategic plan, employee spotlight. Comments are encouraged as well.

Mr. Turnipseed made the announcement and rendered apologies because Father Biondi was unable to attend this meeting. All SAC members/visitors were thanked for their participation and encouraged to email Mr. Turnipseed with questions, concerns and ideas for the group.
NEXT MEETING: Thursday, October 21
12:15 – 1:30 p.m.
Allied Health Multi-Purpose Room
Parking: Hickory Garage East
Please plan to attend this event.

ADJOURNMENT: The meeting was adjourned at 12:57 p.m.

Submitted by
Jacqueline A. Jackson, Recording Secretary
CALL TO ORDER: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:21 pm by Mr. Troy Turnipseed, Chair, with a hearty welcome and a reflection:

William Londen
To insure good health:
Eat lightly, breathe deeply,
Live moderately, cultivate cheerfulness,
And maintain an interest in life


MEMBERS EXCUSED: Melody Altman, Virginia Antonacci, Jason Ayran, Anna Beasley, Marsha Bennett, Lin Cowick, Tanya Davis, Dawn DeLaria, Daria Dietz, Debbie Dill, Mary Drexl, Ken Gebken, Cara Gitchos, Janis Hurley, Alquinston Johnson, Monica Kempland, Carol Murphy, Katie O’Connell, Colleen Schneider, Alice Smith, Karen Stocke, Shirley Stringer, Connie Tillman, Sally Zetzman, Cathy Zimmer, Suzanne Botte

VISITORS: Stephanie Batson, Peggy Door, Trish Pace, Angela Coleman, Cassie Akins, William Andrews.

MINUTES: Minutes from August 19, 2010 and September 16, 2010 were approved with corrections. There was no new information supplied regarding the different committees and their reports. However, all committees and members were listed with the agenda.

ANNOUNCEMENTS/INVOLVEMENTS: “Make a Difference Day” (3rd Annual SAC Team), presently eight members have volunteered for the event set for Saturday, October 23, 2010. SAC members have been reminded of the upcoming toy drive (Blue Santa, Toys for Tots) and participation is encouraged.
MONTHLY SPOTLIGHT:

**Silent Witness Program – Diana Foster/Student Conduct**

Informational campaign underway regarding the ‘Silent Witness Program’ promoted by Student Conduct and DPSSS, for all faculty, staff and students to - *Be a responsible Billiken*. Diana expressed that there have been some issue of window clings, magnets and t-shirts (more available X7-7326) for anyone that wanted to get the information out about the program and how to report. If you want to alert the department of public safety or the University about improper behavior or any activity you've witnessed, but DO NOT want to identify yourself, one could visit the DPSSS website or call. To anonymously report an incident that occurs on campus, **STOP, CALL, REPORT**, call the Department of Public Safety Security Services at 314-977-3000 or e-mail the Silent Witness Program.

**Human Resources/Wellness Benefits Updates - Ken Fleischmann/Vice President**

Mr. Fleischmann expressed that his department would be available to SAC and its members as much as possible to answer questions and concerns of the body, regarding the Vitality Group, Vitality Screenings and changes in the University’s insurance programs. Additional times for screenings were sent to all SAC members and references were made to the open enrollment starting November 1-30, 2010.

There were many questions asked of Mr. Fleischmann regarding: the 10% pay out of pocket expense; if the insurance negotiations were still under way; medical conditions and preexisting conditions; if the Vitality group would be constantly calling SLU members; is the Vitality Check group completely separate from United Health Care; issues with SSNs being secure and identity theft; why salary was looked at to decide how much one might pay for insurance; more information requested on the vitality screenings and savings to employee; would more SLU physicians be hired; problems with getting appointments and time spent at the doctors’ offices; flex plan information for benefit options to offset insurance premiums. Mr. Fleischmann took the time and concentration to give the audience the attention and the answers to resolve their concerns. He also referred to the Benefits website and email ([benefits@slu.edu](mailto:benefits@slu.edu)) to use for more information. Mr. Fleischmann did well to deal with the three issues other than cost, confidentiality, wellness information and premium difference and SLUCare physicians.

**Wellness – Eric Anderson/Simon Recreational Center**

Eric remarked that he would do wellness in 10 minutes, advising the participants that this is a broad topic and an individual’s responsibility. We all should take a proactive approach to one’s health. To maintain wellness it must be done through mind, body and spirit and referred to each with information and tips to assist in accomplishing. Handouts were also available with additional resources. **Mind** – a good night’s sleep, **body & body nutrition** – exercise (cardiovascular activity, strength training and flexibility) and the new pyramid ([mypyramid.gov](http://mypyramid.gov)) with varying vegetables, focusing on fruit, calcium rich foods and lean proteins, **spirit** – prayer, meditation and reflection; taking 5 minutes at the end of our day to reflect on what is happening in our lives. Eric requested the participation of all by conducting a simple exercise in ‘Stress Relief Techniques for Employees’ (attached), whereas he was totally effective on the crowd. Five more minutes and many of us would have been asleep. We were relaxed and inspired.
Mr. Turnipseed thanked Fresh Gatherings for the lunch that was prepared for our enjoyment which included organic soups, vegetables, breads, fruits and sauces. All SAC members/visitors were thanked for their participation and encouraged to email Mr. Turnipseed with questions, concerns and ideas for the group.

**NEXT MEETING:** Thursday, November 18, 2010
12:00–1:15 p.m.
Refectory Hall
Please plan to attend this event.

**ADJOURNMENT:** The meeting was adjourned at 1:05 p.m.

Submitted by
Jacqueline A. Jackson, Recording Secretary
CALL TO ORDER: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:05 pm by Mr. Troy Turnipseed, Chair, with a hearty welcome and a reflection:

Reflection – Unknown
So many shades of gold
Autumn
Another miracle we take for granted
Another expression of the artist's vision
The blending of the autumn hues
with the setting sun
Warm
Comforting
Perfect
Thank you for autumn


MEMBERS EXCUSED: Camille Bruton Reinhold, Tanya Davis, Andrew Doeschot, Cara Gitchos, Ruth Hilderbrand, Anne Imlay, Alquinston Johnson, Monica Kempland, Joanna May, Shawn McCaw, Yvonne McCool, Karla Mosby, Carol Murphy, Donna Bess-Myers, Leantyene Neal, Kathy Neiger, Natalie Peteerein, Kari Saunders, Sue Stevens, Rita Stites, Shirley Stringer, Connie Tillman,


MINUTES: Minutes from the October 21, 2010 were approved without corrections.

ANNOUNCEMENTS/INVOLVEMENTS: Thanks to all for bringing in toys this month and others will have an additional chance to bring in toys to our next meeting in December. We are still searching for a charity to donate the toys.

SAC Member Recognition Award: In honor of Joyce Huelsmann, SAC will be presenting a new award at the April 2011 meeting. Joyce recently retired from Saint Louis University after 47 years of dedicated service and work. Her contributions to the betterment of SLU will be greatly missed. Joyce
was one of the founding members of SAC and the Women’s Commission. She was also the first staff member to sit on the President’s Coordinating Council. The nominations for the awards will come from SAC members and the SAC Executive Board will make the final selection. There will be more details after the first of the New Year.

Make a Difference Day 2010- SAC for the 3rd year had a team which consisted of 8 volunteers which included: Karen Stocke and her son Mitchell, Anne Imlay, Diane Barbeau, Kathy Barbeau, Elisabeth King, Jennifer Blaine and Captain Cyn Wise. Their tasks this year were to clean out and reorganize a utility rooms and a warehouse at the “Community Women Against Hardship” location.

Our December SAC meeting will be on FRIDAY December 10, 2010 in the Multi Purpose room located at Allied Heath on the Medical Campus. We will be holding our traditional “Pot Luck” holiday party. SAC will provide the main dish and all members are encouraged to bring a passing dish to share with others. The event will be held from 11:45am-1:00pm. We changed the date to a Friday in hopes of having a better attendance than last year. This will be a more casual meeting with a chance to visit with your friends. Eric Anderson from the Simon Rec. Center will join us to continue his talk on leading a “Stress Free” life.

**COMMITTEE REPORTS:**

As there are many committees, Troy grouped the committees by groups as listed on the agenda.

Staff Advisory Sub-Committees-
- No reports

University Committees-
- Presidents Diversity Council- Sandra Ford announced that she would be passing around a sign in sheet for anyone still interested in joining this group. She is planning a meet and greet meeting with the date to be determined.

Board of Trustee Committees-
- Human Resources- Lots of changes coming down the pipeline. More information in the months to come.

Troy has spoken with Father Biondi and reminded him that we would like him to attend a SAC meeting in the upcoming months. Father Biondi promised that he would attend a meeting this spring.

**MONTHLY SPOTLIGHT:**

**New Performance Management Tool - Patty Haberberger**

Patty went through the new tool and explained that it is still a work in progress. They encourage feedback on the new tool. It will assist with assessments, setting goals and the overall document to be done all on line. She also talked about a survey that will be forth coming regarding a ‘training needs assessment’ to help HR further the vision and development of all employees. There will be an HR newsletter possibly coming in late November, early December.
**Vitality Group – Mike and Elizabeth**

Based on your own unique profile, Vitality will present you with a personalized program to help you maintain your health or take the appropriate steps to improve your health. The Vitality program is built around four key pillars, prevention, education, fitness and health. Mike and Elizabeth shared how to earn points for reaching one’s goal and how to cash in on gift items, how long the company has been in business, the number of thousands of people already involved and the support system.

**NEXT MEETING:** Friday, December 10, 2010  
11:45 – 1:00 p.m. “Holiday Pot Luck”  
Multi-purpose room/Allied Health 3rd flr  
Please plan to attend this event.

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

Submitted by  
Jacqueline A. Jackson, Recording Secretary
CALL TO ORDER: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:05 PM by Mr. Troy Turnipseed, Chair, with a hearty welcome to snow day at SLU and a reflection:

When We Serve, Vicki Simon
Jesus, you gave us ears to hear: help us to hear.
May we listen to all we meet and To those who come to us in trouble.
Remind us daily that there is a time For silence and a time for speaking.
Show us when to speak and When to hold our peace.
Never let us miss a cry for help Because we are too busy talking.
Make us ready to listen to others As we listen each day in silence to you. Amen

MEMBERS PRESENT: Jason Ayran, Jennifer Baine, Diane Barbeau, Kathy Barbeau, Daria Dietz, Debbie Dill, Diana Foster, Mary Ann Fox, Charles Johnson, Jacqueline Jackson, Monica Kempland, Elizabeth King, Jessica Moscato, Carolyn Mulhall, Jana Newell, Kathy Patrylo, Allison Roba, Colleen Schneider, Connie Tillman, Troy Turnipseed

MEMBERS EXCUSED: Anna Beasley, Marsha Bennett, Teri Bertram(Belgeri), Charlotte Burnside, Cara Gitchos, Kathleen Herron, Anne Imlay, Alquinston Johnson, Shawn McCaw, Leantyene Neal, Theresa Perry, Kari Saunders, Sue Stevens, Karen Stocke, Susan Torretta, Sheryll Williams, Cyn Wise.

VISITORS: Sharon Bibble-Ferrell, Gwendolyn Gibbs, Bridget Siegner,

MINUTES: It was mentioned, there were no minutes to approve for December due to the holiday potluck that we all enjoyed.

ANNOUNCEMENTS/INVOLVEMENTS: Connie Tillman/Emergency Preparedness advised that AED/CPR training is available to the University community for a nominal fee of $3.00, held on Thursday, every week. Troy Turnipseed updated the membership that SAC had proposed an amendment to our staff position elimination policy so that employees with 15 or more years of service who are RIFed have a vested right to tuition remission for themselves and their dependents. The PCC reviewed when Fr. Biondi was absent and passed on a recommendation endorsing the SAC proposal. As we got into the details in HR, Ken Fleischmann spoke with Fr. Biondi about how much time someone should have to complete the degree and potential concerns with providing greater benefits beyond the current policy for employees who had performance problems when the position was eliminated. Fr. Biondi decided that he would rather handle these cases on an individual basis. Troy talked about positions to be filled for the Library Expansion Committee, which was brought about by students indicating our present library does not meet their needs. Kathleen Brady, V.P., Facilities Mgt. and Civic Affairs, will spearhead this group.
COMMITTEE REPORTS:

Staff Advisory Sub-Committees-
   No Reports

University Committees-
   No Reports

Board of Trustee Committees-
   No Reports

MONTHLY SPOTLIGHT:

Google Classes – James Greathouse, ITS

Information technology services will offer free classes covering the basics of several popular Google Apps: e-mail, calendar, documents and sites. Jim spoke to us on using filters, which proved easy and quite informative. Taken from the ITS web-site:

Classes are designed for hands-on learning specific to SLU staff. During January and February, classes will be held in the Lindell Office Building for those working on the north end of campus and in the Doisy College of Health Sciences (Allied Health Building) for those working on the south end of campus.

Want to stay up-to-date on Google Apps training opportunities? E-mail ittrain@slu.edu with the subject "Google Classes" to be added to an e-mail list for future announcements. Class size is limited so please be sure to register if you plan to attend.

Vitality Motivators and Vitality Web-Site – Elizabeth King

King issued a plea of assistance for those interested in motivating others for the Champs Program. Specifically employees who are engaged in wellness and are interested in helping their colleagues participate in wellness as well, through the Vitality Wellness Program. She also advised that her office would assist anyone regarding premium deductions whereas paperwork completed may have missed the deadline but still in the Vitality Program. All were encouraged to visit the website of Vitality and send email questions and concerns to Benefits.

Magis/SLU Institutional Accreditation – Miriam Joseph and Steve Sanchez

Saint Louis University has been continuously accredited by the HLC/NCA since 1916. Every 10 years the HLC requires the University to undertake and submit a comprehensive Self-Study as part of the HLC’s rigorous process to approve continued accreditation. SLU already has begun work on our next Self Study, due in the 2011-2012 academic year. The Steering Committee is leading the University in conducting the self-study and preparing for the HLC site team visit on April 22-25, 2012.
We were invited and it is part of our duty to join in this effort. Regardless of your affiliation with Saint Louis University or the local, national and international communities we serve, your voice in this process of critical self-examination and external review is welcome and valued. The Criteria for Accreditation are organized under five major headings. Each Criterion has three elements: Criterion Statement, Core Components, and Examples of Evidence. The **Criteria Statements** define necessary attributes of an organization accredited by the Commission. An organization must be judged to have met each of the Criteria to merit accreditation. An organization addresses each **Core Component** as it presents reasonable and representative evidence of meeting a Criterion.

**Theme**

*Magis: Advancing Mission into Saint Louis University's Third Century*

**Goals**

- Assess SLU's effectiveness in advancing its mission
- Gather substantive evidence to tell the SLU story and demonstrate that the Criteria for Accreditation are met
- Inform strategic planning by proposing institutional strategies to address identified challenges and to take advantage of opportunities for improvement
- Engage in active organizational learning
- Strengthen the SLU community by creating opportunities for widespread and in-depth engagement in the process and by integrating the knowledge and expertise of stakeholders
- Achieve continued accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools

Many others of the SLU community also will have opportunities to contribute to the self-study over the next one and half years. Watch for announcements of open forums in Spring 2011. It is an opportunity to get involved.

**NEXT MEETING:** Thursday, February 17, 2011
12:15 - 1:30 p.m.
LRC 112 and 113
Please plan to attend this event.

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

Submitted by
Jacqueline A. Jackson, Recording Secretary
CALL TO ORDER: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:18 PM by Mr. Troy Turnipseed, Chair, with a reflection that was thought provoking:

Reflection – The Victor, C.W. Longenecker
If you think you are beaten, you are.
If you think you dare not, you don’t
If you like to win but think you can’t,
   It’s almost a cinch you won’t.
If you think you’ll lose, you’re lost.
 For out in the world we find
Success begins with a fellow’s will
It’s all in the state of mind.
If you think you are outclassed, you are.
 You’ve got to think high to rise.
You’ve got to be sure of yourself before
You can ever win the prize.
Life’s battles don’t always go
To the stronger or faster man.
But sooner or later, the man who wins
Is the man who thinks he can.


MEMBERS EXCUSED: Virginia Antonacci, Jason Ayran, Jennifer Baine, Kathy Barbeau, Anna Beasley, Teri Bertram, Charlotte Burnside, Aileen Cunningham, Tanya Davis, Debbie Dill, Mary Drexel, Sandra Ford, Diana Foster, Tonya Gallina, Janis Hurley, Charles Johnson, Elisabeth King, Carolyn Mulhall, Carol Murphy, Leantyne Neal, Catherine Nolan, Katie O’Connel, Shirley Stringer, Lisa Terneus, Regina Walton, Ellen Weis, Debbie Wilson, Sally Zetzman.

VISITORS: Mary Arebesola, Denise Parker, Patricia Pisarkiewicz, Debra Schindler, Bridget Siegner, Lisa Yingst, Jeanne Young, Joe Zitta, Sharon Turner, Suzanne Morris, Erica Ciarlo, F. Ann Smith.

MINUTES: Minutes from the January 21, 2011 were approved without corrections.

ANNOUNCEMENTS/INVOLVEMENTS:

The Grand Boulevard Bridge will close to traffic at 5 a.m. Monday, March 14. The bridge is expected to be down for 14 months; the entire project is expected to be completed in 18-24 months. The MetroLink
station under the bridge will be unavailable for two-to-three weeks as demolition of the bridge takes place. During that period, Metro will transport riders to and from the Union Station via the Grand bus. Our next meeting spotlight will be Bob Woodruff, Budget & Finance and Tim Brooks, Chief Information Officer.

COMMITTEE REPORTS:

Staff Advisory Sub-Committees-
   No Reports

University Committees-
   No Reports

Board of Trustee Committees-
   No Reports

MONTHLY SPOTLIGHT:

O&A – Ken Fleischmann (V.P. Human Resources)

VP Fleischmann graciously returned to continue dialogue on HR issues and was met with a bevy of questions. The first question was regarding follow-up on the security breach of SLU’s computer network, which occurred in December 2010. He indicated that there has been no clear evidence that anyone had been compromised. All were encouraged to contact him with any further concerns on this issue.

Next, salary planner guidelines and promotions with reclassifications. HR will be seeking and researching more for more data in the area of salary grade guidelines and equity increases to ensure that across the board positions are paid based on performance evaluations. These evaluations should be used as a basis for raises, promotions, and for remedial action where indicated. If a position is reclassified to a pay grade higher than that to which it is currently assigned, an employee occupying the position may be eligible for a salary increase. Decisions to increase or decrease salaries for a position reclassification are made in conjunction with the Compensation Office of Human Resources and the appropriate Vice President or Dean. He indicated that the system presently used is not perfect but, it is recognized as a standard. Other help in identifying the variables to make other decisions in this area might come from outside consultants that would review our grade levels and recruitment to find where the University lies with competitive markets to assist in further rationalizing this matter.

On new positions, the position analysis and grade is up to the department and the funds available in that department’s budget. To classify jobs, the University evaluates job duties and responsibilities to categorize jobs of a similar nature into classification descriptions and pay ranges. This job evaluation system permits equitable groupings of similar jobs to determine market pay ranges. HR consultants would assist in ensuring that the packet is complete before this position could be posted.

How must the 2.5% merit be distributed within a department? Strictly, up to the supervisor. The performance evaluation must be the determining factor and should contain information on performance expectations, which are established, documented and measured.
Within the job descriptions there is a caveat – other duties as assigned. He indicated in jesting, that he could see where this might hide a multitude of sins and how it might be abused. He suggested that one could speak to the supervisor and if something substantially changes in the job description, then it should be developed to reflect it.

Questions that were tabled for more information and thought were on the peer review committee, cumulative years and the task force (medical) emergency processing delays. Inclosing he indicated there will be some revamping of the on-line training and leadership development of managers is underway. He appreciated the emotion and research with the questions presented and would be willing to return to answer further. All were encouraged to call or send him an email on their concerns.

**NEXT MEETING:** Thursday, **March 17, 2011**  
12:00 - 1:15 p.m.  
IL Monastero - Sanctuary  
3050 Olive Street  
Parking: On-Site Lot  
Please plan to attend this event.

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

Submitted by  
Jacqueline A. Jackson, Recording Secretary
CALL TO ORDER: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:09 PM by Mr. Troy Turnipseed, Chair, with a reflection that was befitting the date:

Reflection – An Irish Prayer (Unknown)
May God give you...
For every storm, a rainbow,
    For every tear, a smile,
For every care, a promise,
    And a blessing in each trial.
For every problem life sends,
    A faithful friend to share,
For every sigh, a sweet song,
    And an answer for each prayer.


MEMBERS EXCUSED: Adam Akers, Marsha Bennett, Lin Cowick, Tanya Davis, Dawn DeLaria, Daria Dietz, Diana Foster, Gayle Gilmore, Cara Gitchos, Janis Hurley, Yvonne McCool, Lee McDumont, Natalie Peterein, Kari Saunders, Collene Schneider, Shirley Stringer, Connie Tillman, Sheryl Williams, Debbie Wilson, Denise Parker.


MINUTES: Minutes from the February 17, 2011 were approved without corrections.

ANNOUNCEMENTS/INVOLVEMENTS:

Mr. Turnipseed made the announcement regarding the upcoming election and nomination forms for the new 2011-2012 SAC Executive Board. Nomination forms can be found on the web-site, with date ending on March 31, 2011. He made special reference to the Joyce Huelsmann Award Nominations and remarked of Joyce's commitment to SAC and the University from 1963-2010.
Want to become a member of one of the committees? Contact Mr. Turnipseed with your bio information. Your bio is then reviewed by the SAC board and a representative of the President’s office as part of the selection processing.

Karen Nolkemper - HR, thanked the group for their participation on the training survey whereas 90% participation on the web-site was received. There has been 40% completion of the project with results forth coming.

Laura Johnson – DPSSS advised he annual Women of the Year luncheon recognizing the contributions of women to the University will be held at noon on Wednesday, April 27, 2011. The deadline for tickets is April 20, 2011.

COMMITTEE REPORTS:

Staff Advisory Sub-Committees
No Reports

University Committees
No Reports

Board of Trustee Committees
No Reports

MONTHLY SPOTLIGHT:

Janet Lee Oberle – Athletics Department – NCAA CERTIFICATION PROCESS

The University seeks to demonstrate its fundamental commitment to institutional control of intercollegiate athletics within the academic setting and to the integrity of its intercollegiate athletic program through the self-study and peer-review processes. The self-study process will draw upon institutional data and planning documents, as well as significant discussion among its participants, in addressing these goals and developing the Self-study Report to be presented to the Peer-Review Team.

The NCAA Division I athletics certification program involves a self-study program that addresses institutional governance and commitment to rules compliance; academic integrity; and gender, diversity and student-athlete well-being. The process began prior in the 2010 fall semester and is on-going.

The steering committee responsible for conducting the study is chaired by Vice President for Student Development Kent Porterfield, Ed.D., and comprised of Saint Louis University faculty and staff, including athletics department personnel led by director of athletics Chris May. The steering committee oversees three subcommittees which are chaired by Joe Weixlmann, Ph.D., professor of English; Paaige Turner, Ph.D., associate vice president-Frost; and Jennifer Scheessele, director of diversity and affirmative action.

Individuals interested in reviewing the draft of the self-study report and providing feedback may do so by visiting this link http://www.stubillikens.com/compliance/NCAACertification.html on the University's website. Specific directions for providing feedback are provided when you access the link. Feedback may be shared from March 21 through April 3.

Tim Brooks & Katherine Krajcovic - Google Functionality & Call to Action
ITS Training offers Google Apps for Education tech tips every two weeks. Many of the tips come from questions during their training sessions. They offer 90 minute classes for Google on: Email, Calendar, Documents, Spreadsheets, Forms, and Site. Classes are held on each end of the Saint Louis University campus. Come and get on board!

**Bob Woodruff & Gary Whitworth - 2011-2012 University Budget**

Mr. Woodruff advised the key components of the budget are *net tuition revenue* broken down into enrollment, tuition rates and financial aid, *endowment spending, compensation* and *new spending*. The focus on net tuition revenue is incumbent upon the new freshmen enrollment targeted at 1,625. There will be a 4% increase for undergraduate tuition for FY12.

Endowment spending are split between two pools being Health Sciences Center and the General endowment, also recommended same spend rates for FY12. Compensation and benefits account for approximately 70% of the total expense. HR is planning a comprehensive compensation benchmark assessment in FY12. Recommended merit increases for FY12 is 2.5%.

With new spending the proposed budget provides up to $9.5 million for investments in new programs and increased administrative expenses. This budget presentation was sent to all SAC members on April 4, 2011.

**NEXT MEETING:** Thursday, **April 21, 2011**
12:00 - 1:15 p.m.  
Schwitalla Hall - Lecture Hall 3 – 12:15 to 1:30 p.m.  
Parking at the Hickory East Garage  
Please plan to attend this event.

**ADJOURNMENT:** The meeting was adjourned at 1:05 p.m.

Submitted by  
Jacqueline A. Jackson, Recording Secretary
CALL TO ORDER: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:21 P.M. by Mr. Troy Turnipseed, Chair, with a reflection:

Reflection – Light (Next to Normal, The Musical)
And when the night has finally gone.
And when we see the new day dawn.
We'll wonder how we wandered for so long, so blind.
The wasted world we thought we knew,
The light will make it look brand new.
Let it shine.
Day after day,
We'll find the will to find our way.
Knowing that the darkest skies will someday see the sun.
When our long night is done,
There will be light.
When we open up our light.
Sons and daughters, husbands, wives.
Can fight that fight.
There will be light.

MEMBERS PRESENT: Kathy Barbeau, Susan Brown, Debbie Caputa, Jodi Yvonne Christy, Lin Cowick, Diana Foster, Mary Frazer, Ken Gebken, Gayle Gilmore, Ann Imlay, Jackie Jackson, Laura M. Johnson, Elisabeth King, Wendell Layne, Carolyn Mulhall, Donna Bess-Myers, Katie O’Connell, Pat Pisarkiewicz, Sue Stevens, Rita Stites, Susan Torretta, Troy Turnipseed, Joanne Walley, Ellen Weis, Sheryll Williams, Cyn Wise.


VISITORS: Ellen Harmon, Amy Eshund, Chad Martinez, Susan Brown, Denise Parker, Debra Schindler.

MINUTES: Minutes from the March 17, 2011 were approved without corrections.
2011-2012 SAC EXECUTIVE BOARD:

Mr. Turnipseed made the announcement naming the new board members for 2011/2012:

- Chair: Cyn Wise, Biology
- Chair-Elect: Sue Stevens, Internal Medicine
- Past Chair: Troy Turnipseed, John Cook School of Business
- Recording Secretary: Jackie Jackson, Public Safety
- Corresponding Secretary: Kathy Barbeau, Parks College
- Membership Coordinator: Laura Johnson, Emergency Preparedness

The inaugural Joyce Huelsmann Award was presented to Carolyn Mulhall for her dedication, spirit and service to SAC. This award will be hung in DuBourg Hall, 2nd floor. Executive staff members (2010/2011) received a plaque from the chair, thanking them for their support and service.

COMMITTEE REPORTS:

Staff Advisory Sub-Committees-
- No Reports

University Committees-
- No Reports

Board of Trustee Committees-
- No Reports

MONTHLY SPOTLIGHT:

SLU Diversity & Affirmative Action: Jennifer Scheessele, Director

- Introduction New Member – Chad Martinez, EEO Specialist, from University of Illinois. Investigative and training issues, working with HR department to ensure policies and practices protecting the rights of employees and applicants.
- Bias Incident Report Log – log content is informative and has education behind it fostering community that respects the fundamental dignity of all human beings.
- Cross Cultural – common ground pilot program will be linked to Diversity at SLU.
- I AM Monthly Discussion Series – 2nd Wednesday of the month, to be expanded to staff as well.
- André Benson, Program Coordinator of Student Support and Retention – working on retention dealing with African Americans at SLU.
- Events, flyers, contact X73838

Katie O’Connell, HR Consultant – Draft Lactating Policy

- University will be in compliance with new health regulations, policy approved on HR website – Lactation Accommodations (New)
- Printable Privacy Signage
Campus Lactating Locations
Flexible Scheduling
Employees should notify their supervisor before returning from maternity leave to request lactation accommodations.

Elisabeth King – Medical AHOC

- Reconvened open forums 2012, with dates to be sent out by May 6th
- Will be videotaped with site information for both Frost and Medical Campuses, helping to keep cost down by using Vitality Plan and to be on Google website.
- Vitality Wellness program – SRC now on board.
- Information on data file to Vitality Wellness Program on “Bucks” earned.

NEXT MEETING: Thursday, May 26, 2011 – Yr End Event Barbecue – SLURuba
11:30 – 1:30 P.M.
Simon Recreation Center
Parking – Laclede Garage
Please plan to attend this event.

ADJOURNMENT: The meeting was adjourned at 1:17 P.M.

Submitted by
Jacqueline A. Jackson, Recording Secretary