CALL TO ORDER: The meeting for the Staff Advisory Committee (SAC) was called to order at 12:21 P.M. by Cyn Wise, Chair. Cyn began with introductions of the newest SAC board members and allowed the attendees to give their names, departments and years of service. Employees with years of service varied from 1 day to 42 years, with a round of applause.


VISITORS: Ellen Harmon, Amy Eshund, Chad Martinez, Denise Parker, Debra Schindler, Tim Brooks, Affan Waheed.

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

ANNOUNCEMENTS: Cyn Wise said that this year, a bylaws committee would be formed to review and update existing Staff Advisory Committee bylaws. Also, there will be no need to report “excused absences” any longer. She is aware of the University staff’s commitments and varied increased duties. Sometimes members may not be available for meetings. However, all were urged to make as many as one could for information. She also informed the group of the change for the 2011 Mass of the Holy Spirit: moved to Wool Ballroom, to be celebrated at 11 a.m. Thursday, Sept. 1.

COMMITTEE REPORTS: Openings for the committees of Development & University Relations, Mission & Ministry committees are open (1yr+1); anyone interested will be requested to contact Mrs. Wise with a short bio and reason for interest. Connie Tillman and Anne Imlay were thanked for their support.

Staff Advisory Sub-Committees-
  No Reports

University Committees-
  No Reports

Board of Trustee Committees-
  No Reports
MONTHLY SPOTLIGHT:

Katherine Krajcovic, Director – Human Resources - ALLIES FOR INCLUSION: THE ABILITY EXHIBIT

- The purpose of The Ability Exhibit is to promote the inclusion of people with disabilities through respect for others, comfort during interactions, and awareness of disability issues.
- This exciting event will be hosted by the Office of Diversity and Affirmative Action, Student Development, the President’s Diversity Council and Human Resources.
- The exhibit will be on Monday, September 12, 2011 in room 253 of the Busch Student Center for all to experience an interactive multimedia exhibit to promote the inclusion of people with disabilities. The exhibit will be open from 11 a.m. to 4 p.m.

Tim Brooks, VP & CIO-ITS, with Affan Waheed, Dir. & ISO- ITS - Information and Security Policy Updates

- Security Incident Management Policy implementation plan – 3 yr project.
- Applies to all faculty, staff, students and agents, who collect, maintain, use or transmit confidential information.
- This policy also defines the responsibility and accountability of those who suspect or witness the exposure or compromise of institutional data classified as restricted, sensitive or public.
- Data Management policy refers to stored data that must be accessed in a manner respectful of the confidentiality and privacy of individuals whose records may be accessed.
- Information Security Incidents must be recognized and reported immediately.
- Three types of information security incidents.

1. Malicious: Providing information to an unauthorized individual or company; initiating or perpetrating the spread of a computer virus, malware or spyware; receiving or sending inappropriate e-mail.
2. Misuse: Using unapproved or unlicensed software, using someone else's login credentials to access a system, application or data; falsifying data; improperly storing, printing or copying restricted or sensitive data.
3. Theft/Loss: Exposing restricted or sensitive data to inappropriate individuals or companies; loss or theft of any device used to store restricted or sensitive data.

- Tips given to put passwords on your personal cell phones, tablets, and I-pads; email stands for e-v-i-d-e-n-c-e; use the helpdesk for assistance; information security is a shared responsibility.
- Let's work together to protect the integrity and security of our information.

Elisabeth King – Medical Insurance Plans - Overview

- 2012 objectives are, to maintain competitive medical/prescription drug benefits and provide a plan at an affordable cost to both employees and SLU.
- Monthly open forums initiated giving SLU staff information on Healthcare plans and its changes. SLU will continue to offer two programs: Plus PPO Plan (with a modified Rx component) and HSA (Health Savings Account) qualified plan.
- Open enrollment November 1 through November 30.
- Preventive Drugs list to be completed and placed on the website.
- HSA (Health Savings Account) a consumer-owned, tax-advantaged savings account, created to pay health care expenses. University will start the account with $250/single or $500/family, one time contribution if enrolled.
- Oct. 4-6, Vitality screenings to begin, a savings of $30 on the Plus PPO Plan.

- Information available on the HR website for Vitality Wellness Program, Healthcare Reform, and “Bucks” earned.

The floor was opened to questions and comments:
Sign in sheet not being current, raises and faculty parking, discount request for family members with parking, information on PCS committee board.

NEXT MEETING:
September 15
12:00 - 1:15 p.m.
Pere Marquette Gallery - DuBourg
One Grand Blvd.
Parking: Laclede Garage
Please plan to attend this event.

ADJOURNMENT: The meeting was adjourned at 1:26 P.M.

Submitted by
Jacqueline A. Jackson, Recording Secretary
CALL TO ORDER: The Staff Advisory Committee (SAC) was called to order at 12:06 P.M. Chair Cyn Wise welcomed all by saying, “Happy SAC Day”. “Rejoicing in ordinary things is not sentimental or trite. It actually takes guts. Each time we drop our complaints and allow everyday good fortune to inspire us, we enter the warrior's world.” — Pema Chödrön, The Places That Scare You: A Guide to Fearlessness in Difficult Times—an ordained nun, and teacher of Buddhism, was the reflection given by Cyn.


VISITORS:  Sharon Turner, Laurinde Smith, Jan Herweg, Jane Beskerle, Mary Wolf, David Webb, Jessica Matishe, Debra Schindler, Delia King.

MINUTES:  The minutes were approved from August 17, 2011 without corrections.

COMMITTEE REPORTS:

Staff Advisory Sub-Committees-
   No Reports

University Committees-
   No Reports

Board of Trustee Committees-
   New members chosen and thanked for going through the processes are:

   Debbie W. Humiston – Academic Affairs
   Mick Conley – Development and University Relations
   Troy Turnipseed – Human Resources
   Jacqueline Jackson – Mission and Ministry

Mission and Ministry collected voluntary information on SAC member’s participation in contributing to the University community with a sign in sheet. Important dates to remember this fall:
MADD – Make a Difference Day – October 29, email Cyn with requests for participation
TYTW – Take Your Turkey to Work – November 17 & 18 – more information forthcoming
Blue Santa & Christmas @ SLU – December 5-6-7, all over campus.
MONTHLY SPOTLIGHT:

Adam Akers – Human Resources/Training & Communications – SkillSoft

- As part of HR’s ongoing commitment to staff’s continuing development, they are introducing a new learning initiative that can be accessed from the convenience of your desktop computer.
- This new initiative is e-Learning. e-Learning is a developmental tool that one can utilize in their own time and at their own pace. e-Learning is not intended to replace instructor-led training courses: it is designed to supplement traditional methods and provide a greater opportunity for one’s skill development.
- It became available on line September 1 with a single sign on at MySLU, with self registration.
- Supervisors will be able to see your professional development on line via Banner.
- SkillSoft is the first line support, with a live support function. This system is not being supported by ITS/SLU.
- Books 24/7…. Over 8,000.
- HR will be creating training packages for all of the different positions, to be completed in the future.
- Certifications and mentors are available on line at any time.
- Build your components and they can be saved in your MyPlan folder.

Anna Beasley – Human Resources – The Blue Spirit Day Team/SLU Shuffle

- The Blue Spirit Team - Anna Beasley, Justin Walker, Jennifer Lohman, Rita McMillan, Elisabeth King and Lisa Terneus.
- Members of the Saint Louis University community can show their true colors the last Friday of each month when the Division of Human Resources sponsors Blue Spirit Day.
- Wear your SLU blue and look for the Billiken, or invite the Team to your department, or become a spirit day champion – making this fun, reflecting on our community and to say thank-you !!!!.
- Next sighting will be the Medical Center.

EVERYONE ON YOUR FEET TO DO THE SLU SHUFFLE!!!!
16 COUNTS TO “I’m Blue”, – 4 WIPES (WAX ON – WAX OFF), 4 PUNCHES, 4 FINGER FLASHES, 4 FIST PUMPS…. NOW YOU’RE SHUFFLING!!!

Elisabeth King – MEDICAL PLAN BENEFITS (Q/A) & WELLNESS VITALITY

- New information on the medical benefits for 2012 IS now on the HR web site. Everyone is encouraged to view myuhc.com.
- Dental plans – no changes, however rates increased anticipated 6 to 8% increase.
- Moving from the PPO Primary to HSA. PPO no changes – except under pharmacy benefits. Maintenance medication will be covered at 100%.
- PPO and flexible spending will continue. If you are going into the HSA, January 2012, all monies in the flexible spending must be used be 12/31/11.
• Walgreens will remain in effect as a pharmacy provider till 12/31/2011. Their negotiations with Express Scripts will not be continuing. There are other pharmacies that can be used in this area.
• View website updates on prescriptions for Express Scripts. Also co pays will be increasing by 20% and with an added 4th tier.
• Express Scripts Plus Plan – 20% increase

<table>
<thead>
<tr>
<th>Retail Supply</th>
<th>34 Day</th>
<th>90Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>$8</td>
<td>$16</td>
</tr>
<tr>
<td>Tier 2</td>
<td>$34</td>
<td>$60</td>
</tr>
<tr>
<td>Tier 3</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Tier 4</td>
<td>$20-$150</td>
<td></td>
</tr>
</tbody>
</table>

• An HSA is a consumer-owned, tax-advantaged savings account, created to pay health care expenses. It is always combined with a qualified High Deductible Health Plan. Provides the consumer an incentive (it’s your money!) to better plan your utilization of health care resources.
• Eligibility for contribution: one must be enrolled in a qualified High Deductible Health Plan, must not have benefits from another qualified health plan, not be enrolled in Medicare/Medicaid and finally, not claimed on another’s tax return.
• Each calendar year, you can contribute money to your HSA, subject to maximum annual contributions. An eligible employee and his or her eligible covered dependents can use the money in the HSA to pay for qualified health care expenses, tax-advantaged. Any money remaining in the account at the end of the calendar year rolls over into the next year. **There is NO ‘use it or lose it’ penalty, it will rollover year to year.** You keep it if you leave the University.
• It is important to select a designated beneficiary; doing so will ensure that your HSA money is immediately available to your spouse and any dependents to use for qualified medical expenses tax free upon your death.
• There are limits, set by law and adjusted annually, for how much you can contribute tax free to an HSA in a calendar year. Currently, it is $3000 for individual coverage and $6000/family.
• You are responsible for saving receipts and keeping track of all expenses paid from your HSA funds, in case you need to prove to the IRS that distributions from the HSA were for qualified medical expenses. You can download an expense tracking worksheet through myuhc.com to help you maintain your records.
• OptumHealth Bank is the bank of choice for myuhc.com.
• If employees currently with the PPO Primary take no action, the University will move you automatically to the PPO Plus plan.
• Seed money has not been committed for the 2013 year but for 2012 only.
• Vitality screenings will be Oct 4–6 with the Wellness Fair - after that time they will be held on Monday, Wednesdays and Fridays for the Health Risk Assessments. HRAs must be done for 2012 and will be done on both campuses.

**OTHER INFORMATION**

Mrs. Wise shared with the session attendees about new initiates for a recognition committee (not SLU-Stars) through HR to further recognize faculty and staff on campus. Thus far there has been only one meeting and ideas are requested and should be emailed to her. New ideas are sought for the awards, call for staff participation and a survey will be forthcoming. It will be developed and rolled out by November,
meetings have been taking place every 2 weeks. Committee members are a part of HR’s training and communications section.

**NEXT MEETING:**
**October 20**
12:15 - 1:30 p.m.
School of Nursing - Room 117
3525 Caroline Mall
Parking: Hickory Garages
Please plan to attend this event.

**ADJOURNMENT:** The meeting was adjourned at 1:25 P.M.

Submitted by
Jacqueline A. Jackson, Recording Secretary
CALL TO ORDER: Chair – Cyn Wise called the meeting to order at 1211. Opening reflection, "The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy," Dr. Martin Luther King Jr., in honor of the recent dedication of the national King memorial in Washington D. C.


VISITORS: Marjorie Jones, Debra Schindler, Frank Speck, Sharon Turner, James Banks, Kathy Wolf, Jennifer Elwyn, Jaunika Jones.

MINUTES: A motion and second received, approving the September 15, minutes without corrections.

ANNOUNCEMENTS: Cyn Wise mentioned again the sign-in sheet of Mission and Ministry requesting information of SAC members’ involvement on/or off campus, in voluntary efforts.

Cannonball Picnic, Monday, 10/24/11: shuttle services provided and all were encouraged to attend (Fr. Biondi’s celebration for all employees).

A mass will be held on November 2 for Feast of All Souls, 12:00 pm. The University community gathers in prayer at a Memorial Mass to remember loved ones who passed away during the last year.

Ruth Hilderbrand will be representing the south campus for the recognition committee through HR to further recognize faculty and staff on campus. There are now 2 committees researching formal and informal processing of awards and commendations.

Blue Santa made a special appearance seeking the assistance of SAC for donations of toys. Dates of collection are December 5 & 6, with party on December 8 for the children. SAC members can bring items in with the November 17 meeting and Cyn will make sure of the distributions.

MADD (Make A Difference Day) – 9 participants slated for the event on October 29, largest SAC group to date.

COMMITTEE REPORTS:

Staff Advisory Sub-Committees-
No Reports
University Committees-
No Reports

Board of Trustee Committees-
No Reports

MONTHLY SPOTLIGHT:

Diane Holloman, HR Consultant – New Initiative, *Bring Your Dog to Work*

1. This will be a six month trial period beginning November 2nd and is scheduled for the first Wednesday of each month. After the initial six months, the policy will be re-evaluated for continuation.

2. This applies to both full and part-time regular faculty and staff. Also requires approval by Vice President or Dean. To date approvals have been Business & Finance, Human Resources, ITS and Student Development. Must have the approval and authorization of department head.

3. Responsibilities of dog owners include:
   a. Signed waiver of Liability
   b. Show proof of dog’s medical information
      i. All vaccinations are complete and current.
      ii. Parasite control is routinely completed.
      iii. No recent history of infection or ringworm.

4. Clean up inside and outside of the building.
   a. Housekeeping will not assist in either clean-up.
   b. There is a dog spill kit that should be purchased prior to November 2nd.

5. Have control of the dog at all times.
   a. Appropriate form of containment in the work area.
   b. Completely responsible for their dog at all times.

6. Anyone interested in this policy or have further questions, should contact Diane at 7-8590.

(Information shared from Business Managers minutes)

Maurice Muia, Graduate Student - Center for Sustainability

1. It is the first center of its kind at a Jesuit college or university and the first degree-granting institution in the Midwest to offer a graduate-level program focused entirely on sustainability.

2. Saint Louis University (SLU) currently engages in many sustainable operating practices and procedures.

3. Recognizing that the true success of these measures lies in adoption and implementation at an individual level, Saint Louis University encourages and seeks initiatives and ideas from its faculty, staff, students, and end-users of its facilities.

4. It is a continuous work in progress that will be shaped by input and feedback from university stakeholders and the community at large.

5. On August 20, 2010, Saint Louis University became a member of the Association for the Advancement of Sustainability in Higher Education (AASHE) by registering as a charter participant in the Sustainability Tracking Assessment and Reporting System (STARS) program.
   a. It’s a voluntary, self-reporting framework open to all institutions of higher education in the U.S. and Canada.
b. The rating system is based on credits earned in three core areas: education and research; operations; and planning, administration, and engagement.

6. Sustainable development is never finished, but rather is an ongoing process of continuous improvement. As Saint Louis University moves forward as a sustainable campus, the *SLU Sustainability Handbook* will expand to chronicle our efforts, support and encourage future innovations, and document the continuous work in progress that is SLU sustainability.

7. Engaging in sustainability issues through co-curricular activities allows students to deepen and apply their understandings of sustainability principles.

8. The rigorous course work and field training offered further enables students and graduates to confront sustainability related issues with a systems approach to solution development.

Mr. Muia’s ending quote, “Our mission at the university goes beyond the greening of the campus. Today students are the inheritors of the world’s climate change crisis and it is incumbent upon us to find solutions.”

Q/A:
Parking updates Grand and Park – SLU will be maintaining the new center planting area.

Concerns and comments regarding recent reported vehicle damages at the Theresa Lot and slot assignment outside of the University.

Information requested regarding crimes and incidents on the south campus; how it is reported and not reported to the University members for Health Sciences.

Delta Dental rate will increase only 3.2% only via HR.

Screening and health risk assessment must be done to receive the $30 wellness incentive, deducted from premium.

**NEXT MEETING:**
Thursday, November 17, 2011
Busch Student Center, Rm352-353
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
CALL TO ORDER: Chair – Cyn Wise called the meeting to order at 12:10. Apologies were tendered to the audience for not having a reflection. However, requests for monthly reflections were made; ones that would speak to the group could be submitted to the Chair to be featured for this segment of the meeting process.


VISITORS: Patty Haberberger, Helen Abbott, Ellen Harmon, Delia King, Steve Sanchez, Sharon Turner, Miriam Joseph, Jay Goff.

MINUTES: A motion and second received, approving the October 20, minutes without corrections.

ANNOUNCEMENTS:

Staff members were reminded of the Blue Santa sponsored event for the dates of collection being December 5 & 6, with a party on December 8 for the children. Some items were already on site for collection and further distribution. Blue Santa later made an unscheduled appearance, thanking all for their participation, and a pickup of the toys.

Holiday Potluck will be December 15. Eric Anderson, Simon Recreational Center, will be the guest speaker with information on relaxation, desk exercises and stress relief. Also an RSVP was requested to have an idea on the number of participants, and other contributions/confections were welcomed.

SLUStars deadline is November 30, 2011. There will be two presentations; one in January and another by the end of the academic year or in June, with a breakfast in July.

Ellen Harmon/Consulting and Client Services (HR), gave the group information on the first annual SLU Art Fair, "Where Creativity Touches Lives." The event will take place 9 a.m.-6 p.m. Tuesday, Nov. 29, in the Wool Ballroom located in the Busch Student Center. The event is free and open to the public. Faculty, staff, alumni, some spouses and student artists will showcase and sell their creations with 10 percent of the proceeds being donated to the "Allies for Inclusion: The Ability Exhibit."

Jennifer Baine/MADD (Make A Difference Day) – participants shared their experiences of working at the Student Center making cards and blankets for hospice patients. Goal was 1,000 and the group turned out 600-700 units and felt it was God’s work to be done! The team members were given tokens of gratitude for their participation.
COMMITTEE REPORTS:

Staff Advisory Sub-Committees- No Reports
University Committees- No Reports
Board of Trustee Committees- No Reports

MONTHLY SPOTLIGHT:

Jay Goff, VP-Enrollment and Retention Management
Mr. Goff oversees undergraduate and graduate admission, student financial services, student educational services, international services and the office of the registrar. Mr. Goff appreciated the opportunity to return to St. Louis to raise his family. He shared his insights on enrollment and retention, by sharing what it means to each of us.

Each of us working at SLU is obligated for the success of students, by taking all of the programs, interactions and coordinating them to the point that we have very few gaps that students could fall into.

We must optimize the University’s resources for the students that are admitted and enrolled by supporting them all the way through graduation.

Mr. Goff said, “You are the University. Everything you say, how you look and act will be the students’ and parents’ vision and image of SLU. Take your role and the responsibility that goes with it very seriously.” Mr. Goff will ask for help and our information supplied on retention will be useful. Interaction is the key to our success.

Dr. Miriam Joseph, HLC Steering Committee Chair, and Dr. Steven Sanchez, Assist. VP – Academic Affairs presented the preliminary draft of SLU’s Self Study.
All faculty, students, and staff are invited to attend and actively participate in this event, which is part of Saint Louis University's institutional continued accreditation process with the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA).

The preliminary draft (4 questions) of the main chapters of SLU’s self-study report that will frame this conversation is linked from the SLU self-study website. Feedback about the draft, even by individuals unable to attend the event, also may be submitted to the SLU self-study team through a link on that site. The review period for access to and comment on this draft is Dec. 1 to Dec. 23. Visit the SLU self-study website for additional information about the self-study process, including the HLC team’s April 2012 campus visit. Goals are:

1. Mission and Integrity
2. Preparing for the Future
3. Student Learning and Effective Teaching
4. Acquisition, Discovery, and Application of Knowledge
5. Engagement and Service
6. 

Miriam and Steven are willing to go to departments to give this presentation to ensure that the whole University community is aware and involved.
Patty Haberberger, Assistant Vice President of HR
A list of questions was submitted to HR regarding performance evaluations and Cyn had requested a response on the definition of service. Mr. Ken Fleischman was to be at this session and was unable to attend. He felt that the questions submitted needed immediate response and Mrs. Haberberger was a great representative alternative for HR. With time permitting she would attempt to respond to top 10 questions even though there were more.

Q/A:
Can a 5th evaluation rating be added to the already 4 on file as a median of the process making the ratings more accurate.
There are four ratings outstanding, exceeds expectation, meets expectations and below of expectations. Patty then began to give history on the evolution of performance tools used over the years at SLU. Research was conducted with outside entities for best practices with performance tools. It was found with 5 rating specifics, the majority of the clients found that all employees fell to the middle of the ratings scale. This seemed to be a comfort level and few employees were outliers. Meeting expectations does not have a negative connotation and the definition, which is listed on the performance tool, was read for clarity. It would mean that this employee is solid and competent and very much an asset of SLU.

An overview of the online functionality includes:
· The supervisor logs into Banner Self Serve (Employee Tab) for the performance evaluation dashboard to enter the performance information for all staff members.
· The next level of supervision logs into Banner Self Serve (Employee Tab) to approve the completed performance evaluations.
· The department reviewer approves all evaluations before routing them to employee.
· The employee logs into Banner Self Serve to receive and acknowledge a copy of the evaluation.
· All evaluations are stored electronically as part of the employee personnel record.
· The overall assessment rating and comments will feed to salary planner comments.

Please update us on the salary audit and where does it stand now?
All of the University positions are being audited by an outside vendor (Locton). This is the internal equity study, with about two-thirds being completed and a meeting is forthcoming for recommendations. Budget discussions are already underway and she did not feel there was be anything done with the outcome for the next fiscal year.

There were 5 questions that she was unable to answer from the list presented, but additional information could be advised upon request.

NEXT MEETING:
December 15, 2011
11:45 a.m. - 1:00 p.m.
Allied Health Multi-Purpose Room
3437 Caroline St.
Parking: Hickory Garages
Holiday Pot-Luck Luncheon

ADJOURNMENT: The meeting was adjourned at 1:30 P.M.

Submitted by
Jacqueline A. Jackson, Recording Secretary
Good food, fun, and relaxation!!!!
Eric Anderson, Simon Recreation was on hand for relaxation tips and stress relievers that could be done at your desk. Attachments included. Happy Holidays everyone!!!

**January 19**
12:00 - 1:15 p.m.
Busch Student Center - Rooms 352/353
20 N. Grand Blvd.
Parking: Laclede Garage

**ADJOURNMENT:** Holiday potluck ended at 1:30 P.M.

Submitted by
Jacqueline A. Jackson, Recording Secretary
CALL TO ORDER: Chair – Cyn Wise called the meeting to order at 1220.

MEMBERS PRESENT: Melody Altman, Jennifer Baine, Diane Barbeau, Kathy Barbeau, Joan Beaty, Teri Bertram, Smadar Chezrony, Lin Cowik, Daria Dietz, Diana Foster, Mary Ann Fox, Mary Frazer, Tonya Gallina, Ken Gebken, Gayle Gilmore, Colin Harris, Jackie Jackson, Alquinston Johnson, Elisabeth King, Karla Mosby, Donna Bess-Myers, Leantyene Neal, Denise Parker, Kathy Patrylo, Theresa Perry, Pat Pisarkiewicz, David Reddick, Laura Romanchuk, Kari Saunders, Colleen Schneider, Sue Stevens, Rita Stites, Lisa Terneus, Regina Walton, Ellen Weis, Cyn Wise, Kathleen Wolf, Beth Anne Yakubu.

VISITORS: David Webb, Cate Aubuchon, Laurinda Smith, Mary Wolf, Jane Beckerle, Debra Schnidler, Ivy Cleveland, Jan Herweg, Nancy Young, Debra King, Manda Johnson, Pam Samuels, Peggy Gathard.

MINUTES: November and December minutes approved with no corrections.

ANNOUNCEMENTS: Cyn talked about the recognition committee, through HR, which has received proposals from two outside companies. They are taking into account accomplishments of staff on the levels of peer to peer, managers to staff, and upper management, which will have different tiers to ensure they are fair and on point. Different recognition paths could be emails sent from peer to peer, or formal packages for outstanding action/commitment, etc., including gifts and other incentives -perhaps even a day off.

There were 80+ nominees for the first round of 2012 SLUStars. For January, eight people were chosen and they will receive their surprises next week. A list of recipients will be posted in Newslink. Nominations for the Woman of the Year will be coming out soon and this is another avenue to be recognized by our peer groups and to boost each other’s morale. Recognition is a hot topic, and plans are proceeding.

COMMITTEE REPORTS:

Staff Advisory Sub-Committees-
No Reports

University Committees-
No Reports

Board of Trustee Committees-
No Reports
MONTHLY SPOTLIGHT:

Mr. Ken Fleischmann, VP – HR. Special Message

As the recording secretary, I wish to apologize to the board and members for being late arriving to this meeting. The first five minutes were very critical and set the tone for this discussion. I feel that Mr. Fleischmann’s focus was on the President’s message that was posted regarding no merit compensation for fiscal 2013.

Upon my arrival, Mr. Fleischmann, was outlining some of the reasons for no merit pool for this coming fiscal year. This was a unanimous decision by the executive board. He then ended and opened the floor for questions and answers.

1. Last time there were no merit increases; there also were no increases in medical or parking payments. What’s going to happen this time?
Response: He did not know about the medical-wellness-pharmacy piece at this time, but advised parking would not increase, as, historically it has been done every 3 years. Additionally, the committee members are beginning now with meetings for next year’s medical plan design. It will be a long process and reviewing claims will be a critical piece. Positives working in the University’s favor are the wellness impact, cost savings and efficiencies by negotiating with third party administrators, and working with outside vendors like SLUCare and Express Scripts that have helped to keep costs down.

2. Have increases for the University’s health care claims been in the $1-1.5 million ranges?
Response: Over the years and with 100% preventative care and dependent care, the University has seen the trend and we are very close to the numbers presented.

3. When will we be able to reclassify positions?
Response: Reclassification of positions can only occur once there is an approved reorganization that is through himself and the President. This is also tied to an internal equity study that will be completed in February. The undertaking is to look at job descriptions, updating them, looking at the salary grades, to see where they should be slotted or clustered. His anticipation of the outcome of the study would be, some salary grade adjustments, some positions will get moved around, and then there will be a cost analysis done with recommendations before all committees and executive board. Mr. Fleischmann has asked the representative from an outside consulting company to give the University some basic guidelines on salary recommendations so that employees can be slotted correctly with duties within the grade.

4. What do we do for employees that are evaluated and are exceeding expectations or outstanding and have or have not made it to the midpoint of the salary range?
Response: The first part is the equity study, which will assist in taking those matters into account to ensure that people are being paid fairly. The second part he was talking about compensation theory, compensation design, but it is ultimately about compensation funding. He stated we must keep trying to get something in place to recognize these issues, to explore short-term funding or possible phased in funding for this problem.

5. Who is doing this equity study and do they understand academics?
Response: Yes, they do. SLU has engaged a very reputable company who does benefits and compensation consultation. He also stated that the faculty compensation is a whole other issue.
6. SkillSoft seems to be geared all toward management positions. What is available for Staff?
Response: There are plenty of components for office skills, and it is still a work in progress. He recognizes all staff will have added duties and expectations of doing more with less, however, there is no merit pool this year and there are business reasons why it is not available. Spending must be prioritized and funds placed on reserve.

He went through a number of realities that are facing the University, such as: will we have to build and ambulatory care center; what if Tenet Hosp. is taken over with its stocks down; what if we have to get a partner to take over; health care reimbursement; the present endowment and why we are not just free to take from it (e.g., funds can only be drawn from a rolling average, based on the past three years); financial aid was $4,000,000, which is a 2% increase from last year, but the University spent to get and retain students, the reason we are all here.

7. Will open positions opening automatically be filled?
Response: No. There is increased scrutiny on positions before they will be filled. We are seeing how we can be more efficient and looking at different ways we can get the job done. Positions outside of the unrestricted funds will continue to be filled, like for grants, federal grants and UMG. Seventy-two percent of the University’s operating expenses are associated with benefits and personnel.

8. Why is a cost of living increase not being considered? How do you change or help the morale?
Response: He is willing to go back to the board and talk about this issue this is something that was not brought up. Not having a merit increase does impact the morale and it is devastating to himself and the other VPs. Typically, they have talked about more activities to keep spirits up but they are quite aware that compensation is a motivator. It is an expression of appreciation for the jobs that are well done.

9. Are there other areas that could be looked upon as incentives, discounts at Chaifetz, being off for your birthday, access to the gym, parking holiday, personal day off, etc. being considered?
Response: His response is for specific supervisor/managers to take the initiatives to have the employee of the month and to recognize group work by taking them to lunch or giving small gifts, etc., which could help with morale. He emphasized that it’s time for managers to just step up.

10. Are there any plans for the reduction of the workforce? What about the two open VP slots - will they be filled?
Response: No, there is no plan to do a lay-off or to do a formal voluntary buy-out for a reduction in force - the real focus is on the vacancies as they arrive. The positions for VPs - Business & Finance and Information Technology will be filled and will not be eliminated.

11. Are Performance Evaluations just on hold or how should we proceed?
Response: We will complete the process. One of the biggest reasons to continue the process is for documentation.

Mr. Fleischmann advised that he accessible through good and bad times. If questions were not asked in this audience but need to be answered, contact him directly or email. He is also willing to return to the committee and respond. The group was thanked for their hard work and with their continued support, with him saying that we will get through these tough times.

Chair Cyn Wise advised that the focus of this meeting was on the President’s message and the questions that were not answered by Mr. Fleischmann from November are still being taken into consideration. Cyn thanked Sheryl Williams (leaving the University on Jan. 29th) and Teri Bertram for their hard work on the
committees of medical insurance and parking, regretting them leaving and remarking on the great information they’ve shared and their solid representation of SAC and the staff of SLU.

Cyn will invite the interim VP for finance or his team for the next meeting to explain what drove the University to the decision for no merit increases. Other suggestions were offered to bring other University entities to the committee to respond to this issue as well.

Elisabeth King – HR, Weight Watchers
North campus group has lost 250 pounds while on the program. Meetings are Tuesdays at 8:00 AM at the DOB and Wednesdays at 11:30 AM at Wool Center. Vitality also offers incentive benefits for Weight Watchers and other weight loss programs for reimbursements. There must be at least 20 members for a WW team leader to be assigned to assist the university group. In the future it may be implemented to use data from United Health Care to upload information on wellness into an employee’s Vitality account but further investigation is pending, to alleviate some of the extra submissions. There are subsidies on partner health clubs and SRC is one of them. You can earn free membership by moving from bronze, gold and platinum statuses. Upcoming events are walks on campus and SRC is doing a triathlon, information will be going out in the Wellness bulletin messages, and Vitality points will be issued. Elisabeth stated that with Sheryl leaving the medical adhoc committee the need for staff representation is paramount. The sooner someone is chosen the sooner the committee could reconvene.

NEXT MEETING:
February 16, 2012
Medical Campus
Schwitalla Hall, Lecture Hall 3.
12:15 pm – 1:15 pm
Parking – Hickory Garage East

ADJOURNMENT: The meeting was adjourned at 1:20 P.M.

Submitted by
Jacqueline A. Jackson, Recording Secretary
SAINT LOUIS UNIVERSITY

STAFF ADVISORY COMMITTEE

MINUTES OF MEETING

March 15, 2012

CALL TO ORDER AND REFLECTION: Sandra Ford, substitute for Chair Cyn Wise.

MEMBERS PRESENT: Melody Altman, Charlotte Avett, Diane Barbeau, Kathy Barbeau, Joan Beaty, Smadar Chezrony, Kellie Dalton, Daria Dietz, Sandra Ford, Mary Ann Fox, Mary Frazer, Tonya Gallina, Ken Gebken, Gayle Gilmore, Elisabeth King, Leantyene Neal, Katie O’Connell, Denise Parker, Kathy Patrylo, Natalie Peterein, Pat Pisarkiewicz, Laura Romanchuk, Amy Russell, Kari Saunders, Colleen Schneider, Lisa Terneus, Susan Torretta, Ellen Weis, Debbie Wilson, Beth Anne Yakubu.

VISITORS: Judi Buncher, Sharon Biddle-Ferrell, Manda Johnson, Delia King, Ivy Cleveland.

MINUTES: January and February minutes approved. There was one correction (via email) for member Susan Torretta being present for the January meeting and inadvertently left off the February meeting. Session was started on time. Motions to approve and seconded were by Ken Gebken and Kari Saunders for both months.

ANNOUNCEMENTS: Nomination forms can be located on the SAC website and must be submitted by March 30, 2012 for the Joyce Huelsmann Award, and the Executive Board for SAC 2012-2013.

COMMITTEE REPORTS:

Staff Advisory Sub-Committees-
No Reports

University Committees-
No Reports

Board of Trustee Committees-
No Reports

MONTHLY SPOTLIGHT: We welcome David Heimburger, interim VP, CFO and Controller, Gary Whitworth, Asst. VP and Chief Investments Officer – Treasury & Investments, and David Grabe, Director – Financial Planning and Budget.

Mr. Heimburger
NEXT MEETING:

Thursday, April 19, 2012
12:15PM-1:30PM
Schwitalla Hall, Lecture Hall 3
1402 S. Grand
Parking – Hickory Garage

ADJOURNMENT:  The meeting was adjourned at 12:55 P.M.

Submitted by
Jacqueline A. Jackson, Recording Secretary
CALL TO ORDER: Chair – Cyn Wise called the meeting to order at 1220.


VISITORS: Debra Schindler, Sharon Irbymoore.

MINUTES: January 2012 not received - no motion.

ANNOUNCEMENTS: The March meeting will be on the FY2013 budget. Cyn has asked for questions to be formulated and sent to her prior to the meeting to give the presenters the opportunity to prepare. David Heimburger, Interim VP – Finance, and David Grabe, Director – Financial Planning & Budget, will be the monthly spotlight from Business and Finance.

Nominations for the Joyce Huelsman Award were requested and should be sent to Cyn as soon as possible. The recipient will be announced with the new executive board committee members’ announcement.

COMMITTEE REPORTS:

Staff Advisory Sub-Committees- 
   No Reports

University Committees- 
   No Reports

Board of Trustee Committees- 
   No Reports

MONTHLY SPOTLIGHT:

Ms. Anna Beasley, HR Consultant, Sr. 2012 Wellness Series

- Wellness and training initiative, started 02/15/12
  - Getting Ready and Motivated to Exercise - Presented by Jeremiah Weinstock, Ph.D. This session focused on common barriers and difficulties surrounding exercise and discussed ways to stay motivated to get physically fit.
  - Simon Rec 101- Will be presented by Eric Anderson and Todd Robben, noon to 1 p.m. Thursday, Feb. 23. It will introduce attendees to the University's outstanding recreational facilities, and will provide a brief overview of important components of a fitness program.
Online Health Resources - Presented by Elisabeth King and Todd Robben from 2-3 p.m. Tuesday, Feb. 28. As part of the University's Wellness program, this session will explore the Vitality website and introduce participants to the tools and learning resources available to them. In addition, participants will explore the USDA's My Plate resource that focuses on healthy eating and provides both nutritional and physical activity online tracking tools.

- **Vitality Points** - Points accrued for registering (35) and if all three are attended, participants would earn total of 150 points.

- **Mission Training** – Lisa Terneus, week of the 20th. Living the mission at SLU, training for managing in the mission.

- **Project management /Skill Soft** – Jim Greathouse will be at the LRC, Friday 02/17, from 10:00 till 11:00 for an overview and these are done quarterly.

- **5K WALK / RUN** - Join your SLU colleagues on the Fourth Tuesday of the month. Meet in front of the SimonRec North entrance (by the statue) at 11:30. Bring your SLU ID and see Elisabeth King to confirm your attendance and earn 250 Vitality POINTS! Announcements will be made in the event of inclement weather.

Mr. Ken Fleischmann, VP – HR. Q/A, Continuation January 2012 SAC meeting.

Questions that surfaced at the last meeting that Mr. Fleischmann felt compelled to review and respond with an update after the meeting with the executive staff:

1. Will there be a parking increase?
2. Will there be a medical increase?
3. Could there be a cost of living adjustment?

He began with the third question indicating that the executive staff has unanimously requested to hold on compensation for the next fiscal year. He reiterated that the budget issues, risks to the organization and other contingencies have not changed. One of the challenges they have seen is dealing with financial aid paying for students to come and stay here. Graduate student enrollment has been down, possibly to do with the government charging interests on student loans to them from the very beginning. Candidly speaking about the contingencies facing the University he stated, “If there are no students or patients, then we have no jobs.” He also specified there is no intent to go out and do a mass lay-off at the University. The decision regarding no merit increases was difficult, but is one that all agreed upon to assist with the University’s short and long term goals.

Parking increases primarily have been every three years and at this point, there will be none over the next year. Barring some catastrophic event, he does not see the standard changing from the 3 year cycle.

It is hard to say if there will or won’t be any increases for health care benefits. Due to health care reform, preventive services are now being paid by the University and there has been a 10% inflation increase in the cost of insurance, both of which makes it very hard to know what will happen in the future.

Briefly, he advised the committee of a new initiative for mandatory direct deposit and wanted feed-back from the group, going from 91% compliance to 100% compliance, requesting ideas to help and save money for the University. US Bank has agreed to assist employees in opening an account on campus and to work with others who have had difficulty in the past.
He also said that more communication is required within departments/schools/divisions for the processing of the I-9 form, to make sure the requirements thereof are understood within the hiring process.

**NEXT MEETING:**

Thursday, March 15, 12:00 noon  
BSC 352/53, 20 N. Grand  
Parking- Laclede Garage.

**ADJOURNMENT:** The meeting was adjourned at 12:48 P.M.

Submitted by  
Jacqueline A. Jackson, Recording Secretary
CALL TO ORDER: Chair Cyn Wise @ 12:13PM


VISITORS: Therese Heidemann, Melissa Lassonde, Bettina Barrale, Kate Lochhead, Marjorie Jones, Ivy Cleveland, Anne Fann.

MINUTES: Review and approve minutes from the March 2012 meeting.

ANNOUNCEMENTS: Chair Wise began with an introduction of the 2012-13 Executive Board Members:

Chair: Sue Stevens, Internal Medicine  
Chair Elect: Kathy Barbeau, Parks College  
Past Chair: Cyn Wise, Biology  
Recording Secretary: Lin Cowick, IM-Infectious Diseases  
Corresponding Secretary: Yvonne McCool, Nursing  
Membership Coordinator: Theresa Perry, Human Resources

Next meeting: Thursday, May 24, 2012 – 11:30-1:30. Will be the annual barbecue held at Simon Recreation Center, Downstairs. Suggested parking at the Laclede Garage.

Higher Learning Commission, which was formally introduced to SAC via Miriam Joseph and Steve Sanchez, will be at the University next week. The Executive Board has been requested for interview on Monday (April 23) afternoon. An open forum for all non-union staff will be held on Thursday (April 26), at the LRC Lecture Room B, from 4:30 pm until, there is no agenda. This is the way staff will be able to contribute to the commission and the accreditation of the University, everyone was encouraged to attend.

Cyn presented tokens of appreciation and heartfelt thanks to her executive board members, a complete surprise. She also mentioned that the Bring Your Dog to Work, initiative has not been approved by the VP of the Medical Campus. Also the PCC has approved this as policy, for one day a month on the first Wednesday beginning July 1, 2012

COMMITTEE REPORTS:
Staff Advisory Sub-Committees -
No Reports

University Committees-
No Reports

Board of Trustee Committees-
No Reports

MONTHLY SPOTLIGHT:

Jim Greathouse – HR Training, Overview of Skillsoft Training Environment.
Jim appeared in a hard hat, emphasizing the current and ongoing development of the SkillSoft arena. SkillSoft has been loaded for staff only and can be located on the mySLU account. Once opened, a staff member can view all they have loaded into their plan, but there is also an area called assigned. In that assigned area would be anything department-wise requested for you to complete by a manager or director of your department.

My in-progress tab will show videos that have been viewed by the staff member, how much has been viewed with test scores. In the completed area is where one would look for and print certificates. Certificates may be set up to be sent directly to managers or directors upon completion. Jim stated there are several different ways items can be searched for books, titles, features, etc. Leadership advantage series were also encouraged to view the 4 minute videos of experts in different areas that will build personal and career development.

There is a live chat window available 24/7 that can be utilized by staff members for any questions or help. Mr. Greathouse had pamphlets that were passed out and offered to visit individual departments if further assistance was needed.

Sgt. Pat Signorino - DPSEP, Update on DPSEP Initiatives, Training and Safety Issues.
Pat opened with many humorous observations about SAC, gave an update of the AVP/Director of DPSEP and his humble beginnings in law enforcement.

DPSEP is about 100 members, patrolling on foot, bicycle, T-3, golf carts and patrol vehicles. The dispatch center just was completely overhauled and a must for all members to see. Dorms have liaison officers assigned to them, now that the security guards have been removed. SLURIDE was developed as a means to get around campus and is built on safety, as well as convenience working from 6:00PM until 12:00AM and sometimes later on the week-ends.

Jumpstarts and lockouts are another service provide to the University community, however the steering lock tools are now being provided via the Book Store. RAD, Rape Aggression Defense Training, new program offered to SAC members. This initiative gives participates information and training on defense and tactics to assist in recognizing and preventing assault type situations.

Sergeant talked about awareness in the offices, and to report things that or out of the ordinary. Most of the crimes are property thefts on the University campus. All items must be secured and out of site. You know when something or someone does not belong. Call DPSEP, right away! We are all responsible for our own safety!
**Connie Tillman – DPSEP, Emergency Preparedness, Initiatives Training and Safety Issues.**
The University became a Storm Safety Community with certifications from the National Weather Service within the last year. DPSEP is currently involved in a program called the American Red Cross Ready Rating, a first-of-its-kind membership program designed to help businesses, organizations and schools become better prepared for emergencies. Members join this free, self-paced program and complete a 123-point self-assessment of your level of preparedness to reveal areas for improvement. Currently the department has completed 118 steps of the program. Anticipation for completion of the program might be the end of this year. CPR and First-Aid training a combined class of $15.00 (8 hours) and CPR ($5.00 – 4 hours) is offered through DPSEP. The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. This is still being offered twice a year, for 9 weeks. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community. The training helps one to take care of themselves and others.

Like any good system, RAVE relies on people and the ability to reach people though RAVE still depends heavily on having current contact information. As part of the ongoing effort of the Department of Public Safety and Emergency Preparedness, in conjunction with Information Technology Services, University Marketing and Communications, Student Development, the Registrar's Office, the Staff Advisory Committee and the Faculty Senate, everyone at SLU is encouraged to become part of the Emergency Alert Notification System. A test will be conducted on Monday. Digital signage will be going up at various locations on campus, Med. School, SON, Allied Health, Pius, Xavier, McDonald Douglas, all dorms and more….. Coordination with the outside siren systems, pop-ups for computers and lecture halls are underway.

There is a calendar link to all of the training offered at DPSEP – DPSEPtraining@slu.edu for more information.

Questions about drills for buildings, hours of operation for SLURide, mass messages and individual building messages via RAVE were answered.

**Tracy Connors – HR Benefits, Dependant Audit & UHC’s Health Care Cost Estimator.**
The dependant audit was conducted to remove the possible 4-8% of members that are not legitimate dependants to be on the University plan. Documents requested were tax statements, marriage certificates, birth certificates, household bills and others for proof that members are legitimate dependants. Our benefit premiums are affected by what we spend on services and directly related to claims spent. All members of the University community that receives health care with dependant coverage were notified of this audit. The University used a company (HMS) for security measures for all documents received for the protection of identity theft. Once done all documents will be shredded. At this point no figure has been received on the savings for this audit.

On the United Health Care web site, there is a My Health Care Cost Estimator, assisting us in becoming educated consumers. You can enter your zip code, the type of procedure and the system will give you a list of participants/facilities/physician and costs associated with that type of procedure. This will help us all to make some decisions in the amount of money spent for services. BJC is not currently on the list for cost information, but UHC is working with them to get this information out there. Good information for those on the high deductible plans with more out of pocket expenses.
Presentation – 2nd Annual Joyce Huelsmann Award:

Susan Torreta  
Administrative Assistant  
Psychiatry  
SAC Parking Issues Committee
A plaque will be presented (not ready yet) at the SAC barbecue for Susan and Carolyn Mulhall, last year’s winner.

The shoe drive is underway and location drop-offs are throughout campus. We were reminded we are in competition with Washington University.

NEXT MEETING:

Annual SAC Barbecue - Thursday, May 24, 2012  
11:30AM-1:30PM  
Simon Recreation Center  
Downstairs  
Parking – Laclede Garage

ADJOURNMENT: The meeting was adjourned at 1:15 P.M.

Submitted by  
Jacqueline A. Jackson, Recording Secretary