Call to Order: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:15pm by Ms. Kathy Barbeau, Chair. Kathy welcomed everyone to the meeting and gave the reflection.

Attendance: Karl Aldrich, Charlotte Avett, Jennifer Baine, Kathy Barbeau, Diane Barbeau, Susan Brown, Lin Cowick, Toni Dean, Dawn DeLaria, Mary Ann Fox, Gayle Gilmore, Tammy Grant, Elisabeth King, Clint Koerkenmeier, Jeanne Lawo, Yvonne McCool, Patricia McQueen, Karla Mosby, Michael Mueller, Carolyn Mulhall, Jana Newell, Terrie Perry, Nicole Purcell, Colleen Schneider, Mary (Peggy) Stelzer, Sue Stevens, Rita Stites, Susan Torretta, Bridget Turner, Joanne Walley, Cyn Wise, Kathleen Wolf, Jeanne Young,


Minutes: April 18 2013 meeting minutes were approved with the understanding the correction to Anna Lisa Renovitch’s name will be made.

Announcements: Ms. Barbeau announced the Joyce Huelsmann award will be presented to Cyn Wise at the September 19 meeting.

Ms. Barbeau invited members to seek out other University employees and encourage them to attend future SAC meetings. Anyone with ideas/suggestions topics for discussion at future SAC meetings, are asked to send them her at: (sacchair@slu.edu).

Monthly Spotlight: David Hakanson, Vice President and Chief Information Officer, gave an overview of his goals as the new VP and CIO. He is conducting an initial assessment of the needs of the University. The IT website will be reviewed and improvements will be made as needed. Late this Fall and into the Spring term, an assessment of the University technology will be done. In January and February of 2014, a taskforce, made up of stakeholders across both campuses, will develop a strategic vision for the University. Mr. Hakanson stressed the vision will be for a University Plan, not simply an IT plan.

Nick Lewis and Kitty Berra from the Information Security Team outlined the reasons why security matters. October is “Cyber-security Awareness” Month.

Evelyn Shields-Benford, Director Student Development, Dining Services, announced Billiken Bucks and Bonus Flex accounts are available to employees. The dollars can be loaded onto the employee’s SLU ID
and may be used at all dining locations. Anyone wishing to use this dining option needs to go to Parking and Card Services in DB 33 or Caroline C008. Ms. Shields-Benford stated prices for catering have been reduced. A surprise buffet lunch was available for all SAC members attending the meeting, courtesy of Chartwells.

**Announcements:** Jennifer Baine announced the date for SLU Make A Difference Day is Saturday, October 26. More information will be distributed in the near future.

Yvonne McCool gave an update on the success of the 2012-2013 Battle of the Boot collection. SLU took home the Boot for the second straight year. First place department was Drummond Hall; second place went to Wool Center. The collection of shoes made it possible for three water purifiers to be installed in tent cities located in Haiti. Ms. McCool is challenging all universities across Missouri and Illinois to compete for the Boot in 2013-2014. More details will be given at future SAC meetings.

The search for the next President of Saint Louis University is in the “talking stage”. The first open forum is scheduled for Friday, August 30 on the HSC campus. All members of the SLU community are encouraged to attend.

Sue Stevens stated the Staff Advisory Bylaws are almost ready to be sent to General Counsel for review. The faculty /staff grievance policy is still a ‘work in progress’.

**Next Meeting:** The September 19 SAC meeting will take place in BSC 253 from 12-1:15pm. Kathy is hoping to have a member of Human Resources as the guest.

**Adjournment:** Kathy Barbeau adjourned the meeting at 1:20pm.
SAINT LOUIS UNIVERSITY
STAFF ADVISORY COMMITTEE
MEETING MINUTES
September 19, 2013

Call to Order: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:15pm by Ms. Kathy Barbeau, Chair. Kathy welcomed everyone to the meeting. The new members of SAC stood and introduced themselves and their departments. Ms. Barbeau gave the reflection.

Attendance:
Members: Jennifer Baine, Diane Barbeau, Joan Beatty, Sharon Biddle-Ferrell, Larry Bommarito, Smadar Chezrony, Jodi Christy, Kellie Dalton, Toni Dean, Dawn DeLaria, Amy Estlund, Diana Foster, Mary Ann Fox, Bill George, Gayle Gilmore, Tammy Grant, Pat Hoffarth, Jacqueline Jackson, Charles Johnson, Delia King, Elisabeth King, Christine Luebbert, Yvonne McCool, Patricia McQueen, Lora Mueller, Michael Mueller, Carolyn Mulhall, Donna Myers, Kathy Patrylo, Patricia Pisarkiewicz, Michael Reeves, Laurel Schanot, Colleen Schneider, Peggy Stelzer, Rita Stites, Sue Stevens, Mary E. Streif, Patty Valentine, Regina Walton, Ellen Weis, Debra Wilson, Cyn Wise, Jeanne Young

Visitors: Felix Bello, Erica Blackmon, Daria Dietz, Sheree Farrell, Vince Glass, Juanika Jones, Kerley Lynn, Meg Moore, Patricia Osmack, Carolee Patek, Denise Pearson, David Reddick, Denise Sleet

Minutes: August 15, 2013 meeting minutes were approved with the correction that nearly 25 institutions of higher education in Illinois and Missouri were invited, primarily in the St. Louis metropolitan area, to join the “Battle of the Boot”.

Announcement: Ms. Barbeau presented the Joyce Huelsmann award to Cyn Wise honoring her for all her hard work and dedication to SAC and Saint Louis University.

Jennifer Baine announced H.E.R.O.S Care is this year’s site for any member of SAC who wishes to participate in this year’s SLU Make a Difference Day on Saturday, October 26. The facility is located in Fenton and volunteers are being asked to carpool. Lunch and t-shirts will be provided to all volunteers. Anyone interested in volunteering is asked to complete the Google form by Thursday, October 10.

The Food Truck Rally will take place on Thursday, September 26 from 11:30am-1:30pm on the parking lot of Chaifetz Arena.

Call to Action: Ms. McCool announced Washington University has accepted the “Battle of the Boot” challenge and the St. Louis Community Colleges maybe combining all campuses in hopes of winning the prized Boot. The collection will begin in the Spring. More information will be made available in the upcoming weeks.
Anyone with ideas/suggestions of topics for discussion at future SAC meetings, are asked to send them her at: (sacchair@slu.edu).

Kathy Barbeau stated the Presidential Search is a SAC sponsored event and a volunteer is needed to chair the event. Anyone who is interested should contact Kathy at: (sacchair@slu.edu). Trustee, James Smith will chair the search.

The Academic Affairs Committee of the Board of Trustees is in need of a SAC member to serve. They meet on Friday afternoon prior to the full board meeting on Saturdays. Contact Ms. Barbeau if you have an interest in joining the committee.

Carolee Patek announced the 2013 United Way Campaign will kick off on October 1. The goal for this year is $100,000. Adjunct faculty and graduate assistants will be included this year. Carolee stated that one person from each department is needed to help coordinate the pledges. Mr. Darryl Luster of United Way was present to answer any questions.

**Monthly Spotlight:** Christopher Bingham, Assistant Director of Public Safety and Emergency Preparedness, gave a brief overview of current DPS initiatives. James Moran is the new Assistant Vice President of DPS. He is a former police captain of the City of St. Louis’ Ninth District. DPS has seven sergeants on patrol; more than 80 officers patrol the campus. The department offers training to faculty, staff and students. Office Bingham stated the buildings across campus are opened until 6pm and then to gain entrance you must use your ID. Buildings will be left open past 6pm for special events such as homecoming and commencement. DPS and Event Services coordinate these times.

There is growing concern about the short crossing light at Grand and Laclede. Office Bingham stated the 9th District is in control of the timing of the lights. He will contact them to see if the time for crossing can be lengthened.

Officer Bingham addressed the issue of bicycles on campus. Riders seem to have little regard for pedestrians on campus. A policy is being developed to protect the riders, as well as, the pedestrians.

Transportation Services schedules the runs between the Frost campus and the Scott Law School. Anyone needing to go to the new law school should contact Transportation Services directly.

Elisabeth King, Benefits Manager, announced Tenant Care will be doing the health screenings again. However, this year they will be done on the Frost Campus beginning October 7 from 6:30am-11am and there will be four Saturday options. Anyone who has completed the screening in July, August or September 2013 just needs to resubmit the results. Everyone must do the on-line assessment.

Ms. King announced Vision Care will be offered as a part of the health benefits packet in 2014. Employees will be given the opportunity to sign up for a new accidental injury policy similar to AFLAC. More information will be sent as soon as it is available.
Flu shots will be given at the Wellness Fair on Tuesday, October 1 from 7:30am-2pm in the BSC St. Louis Room and on Thursday, October 3 from 7:30am -2pm in the Doisy College of Health Sciences Multipurpose Room.

**Updates:** Sue Stevens stated the Staff Advisory Committee Bylaws & Faculty Grievance Initiatives has been sent to General Counsel for review. One change is the SAC chair should be a two year term rather than just one year.

Blue Santa is just around the corner. More updates on his arrival are expected in the coming weeks.

Ms. Barbeau adjourned the meeting at 1:03 pm.
Saint Louis University  
Staff Advisory Committee  
Meeting Minutes  
October 17, 2013

Call to Order: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:15pm by Ms. Kathy Barbeau, Chair. Kathy delivered a reflection by Francis Maitland Balfour.

Guests: Interim President, William Kauffman, Nick Lewis, Director of ITS

Attendance: Members: Diane Barbeau, Kathy Barbeau, Jennifer Baine, Joan Beaty, Larry Bommarito, Susan Brown, Smadar Chezony, Lin Cowick, Joan Dalton, Kellie Dalton, Daria Dietz, Amy Estlund, Mary Ann Fox, Sandy Gambill, Gayle Gilmore, Catherine Happa, Ruth Hilderbrand, Elisabeth King, Elizabeth Lauber, Jeanne Lawo, Pat Hoffarth, Jacqueline Jackson, Charles Johnson, Delia King, Shawn McCaw, Yvonne McCool, Lee McDermont, Patricia McQueen, Karla Mosby, Jeremy Nagle, Jana Newell, Patricia Osmack, Kathy Patrylo, Terri Perry, Patricia Pisarkiewicz, Nicole Purcell, Deborah Schindler, Denise Sleet, Alice Smith, Peggy Stelzer, Sue Stevens, Karen Stocke, Susan Torretta, Patty Valentine, Gina Williams, Cyn Wise, Missi White-Luster, Jeanne Young, Francesca Zanti, Cathy Zimmer


Visitors: Deborah Allinson, Ellen Borowiak, Alexis Bruce-Standt, Judi Buncher, Nathan Burge, Christina Butler, Lauren Davis, Stan Davis, Brenda Dooley-Artis, Peggy Door, Sheree Farrell, Jennifer Franey, Tina Gray, Crystal Hall, Jeanetta Hegwood, Elizabeth Holzer (Levy), Janelle James, Mary Krieg, Melody Mance, Deborah Nicholson, Denise Parker, Amy Russell, Frank Speck, Pamela Whisenhunt

Minutes: The September 19, 2013 meeting minutes were approved as submitted.

Announcements: Beginning with the October SAC meeting, all SAC meetings will be broadcast through FUSZ Meeting. This will allow those who cannot attend in person to join the meeting from their offices across campus. At least 48 people attended the October meeting via FUSZ.

Blue Santa will make a special trip from the North Pole in December to gather any toys from SAC members. He will be in attendance at the December 12 meeting. The toy drive runs through December 2.
Nick Lewis from ITS gave an update on the Phishing email scam that some employees received on July 25. Approximately 10 employees had direct deposit information changed. However, no unauthorized financial transactions occurred. The scam was discovered prior to payroll being run. Employees are urged to contact the SLU Help Desk (977-4000) if they have any questions or concerns.

The **SUGGESTION BOX** is back. It will be placed in the back of the room at each meeting. Please drop in any suggestion/topic that you would like to have discussed at future SAC meetings.

**Monthly Spotlight:** Mr. William Kauffman was appointed Interim President in September. He stated his goal is to keep moving the University forward and to have the institution in as strong a position as possible for the new president. The endowment is up by 2%. He stated a team of administrators has been appointed to work on the University’s ranking in the US News report. There are many variables used when computing the rankings. Faculty resources are only one of the components.

Mr. Joseph Adorjan, Chairman of the Board of Trustees, has established the Office of the Chairman. The Office of the Chairman is staffed by five key senior administrators who will work closely with Mr. Kauffman in the coming months.

Mr. Kauffman spoke on the important presidential search. Ultimately, the members of the Board of Trustees will make the appointment. AGB Search has been engaged to guide the work of the search committee in identifying the best possible candidates for the position. Mr. James Smith, a trustee, will chair the search. He will be present at the November SAC meeting to discuss how the members of the search committee were selected. Someone asked if an Ad Hoc staff member could be appointed to the committee which would give the staff community a voice in the selection process. Mr. Kauffman will propose that suggestion to Mr. Smith.

Mr. Kauffman announced that he will obtain the Staff Climate Survey results and have the report available in the near future.

Dr. Harshman has agreed to continue in the role of Interim Vice President for Academic Affairs until the new president is named. A search will be done for the Vice President of Human Resources.

The first budget meeting has been scheduled. While the University is in a sound financial state, both undergraduate and graduate student numbers were lower than anticipated. We are a “tuition dependent” university, not an “endowment” university. Resource allocation is an important component to the budget process.

**Updates:** Someone questioned if a decision had been made regarding benefits for domestic partners. This is being addressed.

Jennifer Baine announced there are 23 SAC members signed up for the SLU Make a Difference Day. This year’s site is HEROS Care located in Fenton.
Elisabeth King gave a brief update on medical benefits: the premium rate will not increase this year; no major changes to the medical package; there will be some changes to the Delta Dental plan; a vision plan is being developed; and a plan similar to AFLAC is being discussed. Ms. King emphasized health screening and the Vitality Health Assessment must be completed by employees and their spouses who are being covered under the SLU plan. Spouses will have their health screening reports sent to the home address.

Sue Stevens will have a meeting with Faculty Senate Committee to discuss the Faculty Grievance Initiatives. The SAC Bi-Law revisions will be reviewed by Danielle Uy in General Council.

Dr. Ed Trevathan, Dean of the College for Public Health and Social Justice, along with SGA are proposing changes to SLU’s Tobacco-Free Policy. SAC members were asked to review the draft.

Someone asked if the University could close at the end of business on December 23 and reopen on January 2, 2014. This suggested was made after Mr. Kauffman had left the meeting.

SLU Sustainability week is October 21-25.

Ms. Barbeau adjourned the meeting at 1:20pm.
Saint Louis University  
Staff Advisory Committee  
Meeting Minutes  
November 21, 2013

**Call to Order:** The meeting of the Staff Advisory Committee (SAC) was called to order at 12:15pm by Ms. Kathy Barbeau. Kathy delivered a reflection by John Fitzgerald Kennedy.

**Guests:** Jim Smith, SLU Board of Trustee and Chair of the Presidential Search Committee, Dr. Edwin Trevathan, Dean of the School of Public Health and Social Justice

**Attendance:** Members Jennifer Baines, Michael Bamber, Kathy Barbeau, Diane Barbeau, Sharon Biddle-Ferrell, Larry Bommarito, Alexis Bruce-Staudt, Lauren Davis, Toni Dean, Daria Dietz, Mary Ann Fox, Tonya Gallina, Elizabeth Glauber, Janelle James, Delia King, Elisabeth King, Christine Luebbert, Yvonne McCool, Patricia McQueen, Lora Mueller, Michael Mueller, Jana Newell, Patricia Osmack, Theresa Perry, Patricia Pisarkiewicz, Colleen Schneider, Rita Stites, Mary Stelzer, Sue Stevens, Karen Stocke, Mary E. Streif, Bridget Turner, Patty Valentine, Ellen Weis, Debra Wilson, Cyn Wise

**Attendance via Fuze:** Betty Bailey, Susan Brown, Joan Dalton, Kellie Dalton, Amy Estlund, Nancy Gaines, Gayle Gilmore, Tammy Grant, Ruth Hilderbrand, Pat Hoffarth, Jeremy Nagle, Natalie Peterein, Frances Ann Smith, Lisa Terneus, Susan Torretta, Missi White-Luster, Jeanne Young

**Visitors:** Judi Buncher, Brenda Dooley-Artis, JoAnn Filla-Taylor, Deborah Pratt, Sharma Vidur

**Minutes:** The October 17, 2013 meeting minutes were approved with one correction notated.

**Announcements:** Blue Santa will be on campus December 3 to gather all the toys that have been donated by members of the SLU community. He will be attending the SAC Christmas holiday luncheon on December 12 in the Allied Health Multipurpose room. Santa will be collecting toys from anyone who may have missed the on campus collection.

The third annual Saint Louis University Art Fair will be held on December 10 from 9am-4pm in the Busch Student Center, Wool Ballroom. This annual event is an opportunity for University artists to showcase their talents.

Interim President, William Kauffman has approved December 30 as an additional holiday. The University will be closed at the end of business on December 23 and reopen on January 2.

**Monthly Spotlight:** Mr. Jim Smith, SLU Board of Trustee and Chair of the Presidential Search Committee, gave a brief description of his long involvement with SLU and outlined how the members of the Search Committee were selected. He has been a member of the Board of Trustees for 12 years. He has been on various committees and has chaired the Academic Affairs committee for six years. When
he was asked to assume the position of Chair of the Presidential Search, he researched Best Practices for College Presidents. There are four key issues:

- Hire a search firm that has experience in academics
- Form a search committee (usually between 8-12 members)
- Develop a clearly defined job description
- Select a candidate who is willing to advance the Jesuit mission, be a leader who has the willingness to advance the University

The firm of AGB Search was hired to assist in planning for, recruiting, selecting, and transitioning the new president. AGB Search has an extensive history of successful presidential searches, and the head of the firm, Dr. Jamie Ferrare, will personally oversee AGB's work with SLU. They are committed to listening to and working with the Board of Trustees and campus communities in identifying the attributes a new leader will need.

Mr. Smith stated he chose eleven people to be on the committee. The Board of Trustees hires the president. The committee has six board members. Because of the faculty issues in recent months, Mr. Smith elected to appoint three faculty to the committee. The College of Arts and Sciences, the Faculty Senate president and the law school where selected. Mr. Smith selected Dr. Teri Murray, Dean of the School of Nursing, because her duties as dean mirror what the president’s position does. The Student Body President was selected to represent the students. No staff member was appointed.

AGB is in the process of talking to people to collect names of possible candidates. In early December the Search Committee will receive the list of names and begin the review process. Prior to Christmas, the committee will download all of the candidates’ credentials. Near the end of January 2014, the committee will narrow the list to 10-12 candidates. The selected candidates will be interviewed at an offsite location. Once the shortlist is determined, the candidates will be proposed to the Board of Trustees. The hope is to have a presidential appointment in early Spring 2014. William Kauffman will remain as Interim President until a president is selected. More information on the presidential search can be found on the Saint Louis University Presidential Search Page (http://www.slu.edu/presidential-search).

Dr. Ed Trevathan, Dean of the College for Public Health and Social Justice, discussed the proposed SLU Tobacco-Free Policy. The proposed policy is modeled after a template used at a number of universities across the country. SLU is the only local university that does not have a policy regarding the use of tobacco. Dr. Trevathan stated statistics show that over 90% of the college age population, those between the ages of 17-22, will try tobacco at some point. Of that number, 99% will become addicted. Why insist on having a Tobacco-Free versus Smoke-Free campus? Research has found that people who use smokeless cigarettes have a harder time stopping than those who use tobacco.

The Tobacco-Free Policy would apply to all members of the University community—faculty, staff, students, visitors to campus, patients, contractors etc. No one would be permitted to use any form of tobacco anywhere on SLU’s campuses. This would include parking lots, buildings, and sidewalks within
25 feet of entry ways or exits, near air intakes, off-campus housing managed by SLU, hotels and other buildings operated by SLU. Enforcement of the policy will present challenges. It is hoped that people would comply. However, administration will have a disciplinary plan in place that may include distributing educational materials and reminders.

The student body is undecided.

The meeting adjourned at 1:18pm.
Saint Louis University
Staff Advisory Committee
Meeting Minutes
February 20, 2014

Call to Order: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:15pm by Ms. Kathy Barbeau. Kathy delivered a reflection by Winston Churchill.

Guests: Patty Haberberger, Interim Vice President Human Resources, Jeff Hovey, Director, Business Services

Attendance: Members: Charlotte Avett, Kathy Barbeau, Diane Barbeau, Larry Bommarito, Susan Brown, Alexis Bruce-Staudt, Smadar Chezrony, Lin Cowick, Toni Dean, Dawn DeLaria, JoAnn Filla-Taylor, Mary Ann Fox, Kathy Herron, Jacqueline Jackson, Jennelle James, Yvonne McCool, Patricia McQueen, Jana Newell, Terrie Perry, Natalie Peterein, Nicole Purcell, Colleen Schneider, Rita Sites, Susan A. Torretta, Joanne F. Walley, Ellen Weis, Carolyn F. Williams, Cyn Wise, Francesca M. Zanti,

Attendance: Via Fuze: Sharon Biddle-Ferrell, Suzie Bolte, Pamela Camp, Diana Foster, Nancy Gaines, Elizabeth Glauber, Tammy Grant, Debbie Humiston, Michael Mueller, Jeremy Nagle, Patricia Osmack, Kathy Patrylo, Allison Roba, Sally Schade, Alice Smith, Frances Ann Smith, Karen Stocke. Bridget Turner, Kathleen Wolf, Jeanne Young


Minutes: The January 16, 2014 meeting minutes were approved as submitted.

Announcements: Jeff Hovey delivered a presentation on the upcoming changes in copying equipment used on campus. The annual cost for copying equipment is approximately $2 million dollars. Presently, there are 3236 copying devices on campus. According to best practices, there should be one copier per five people. The goal is to have a one unified approach in each office. Xerox has been selected to help with the transition and to work closely with each office to select the equipment that best fits the needs of that office. Existing lease agreements will be bought out at University expense and the Xerox machines will be brought in to replace the leased equipment. Tests will be done to ensure that Xerox is compatible with EPICs, the electronic health records programs. May 2014 is the target date to begin moving the Xerox equipment into offices. Information about the upcoming changes will be posted on
Todd Vodnansky and Janelle James of Business Services will be the point persons if you have any questions.

Cyn Wise announced the University Recognition Committee had made its first call for submissions for 2015 Commencement honorary degree recipients. All members of the Saint Louis University community are encouraged to submit nominations. Nominees come from six backgrounds: Social Justice, Service/Public Service, Academia/Science/The Arts, Local Leader/Service to SLU, Business/Entrepreneurship, Faith.

Candidates of all racial, ethnic and religious backgrounds will be considered, but their actions and publicly stated beliefs should not directly conflict with the teachings and precepts of the Catholic Church, nor with the mission and values of Saint Louis University. This is the first call for nominations for honorary doctorates for the University's 2015 commencement, and the deadline for submissions is Friday, March 21. More information is available on the Honorary Degree website: http://www.slu.edu/honorarydegree.

Kathy Barbeau shared that Sodexho and Aramark are the finalists for campus food service. More information will be shared as it becomes available.

SLUMA will be featuring: "Tradition Redefined: The Larry and Brenda Thompson Collection of African-American Art". The exhibit will run from Feb. 21 - May 18, 2014.

**Monthly Spotlight**: Patty Haberberger briefly outlined the Volunteer Early Retirement Proposal (VERP). The committee is comprised of faculty and staff from across campus. The goal is to reduce the operating budget by $4 million. The committee is targeting early March as the date to present the proposal and responses will be due by June 30, 2014. More information will be shared in the upcoming weeks.

Ms. Haberberger answered questions that had been sent to her prior to the meeting. Clarification was needed concerning the Emergency Operation and Closure Policy. Because of the recent inclement weather, staff requested a clear definition of “emergency essential” personnel. Ms. Haberberger encouraged employees to have a discussion with their managers about who needs to come to work/stay when emergencies arise.

Another area of concern is the Staff Sick Leave Policy and the Caregiver Leave provision listed under the Staff Sick Leave Policy. Staff members accrue 13 sick days per year. The University will allow staff members to use up to five (5) days of accrued sick leave per calendar year, for the illness of an immediate family member, (parent, spouse, son or daughter), or person living in the employee's household when the employee’s presence and assistance is necessary.
In extenuating circumstances, the staff member may request to use an additional five days of accrued sick leave for this purpose. The need for this additional caregiver leave must be supported by medical certification and approved by the appropriate Vice President, Dean or designee.

Additional time off may be requested, consistent with the Family & Medical Leave Act of 1993 and the University policies on vacation and leaves of absence.

Ms. Haberberger took questions concerning SLU’s job reclassification and how the reclassifications were decided. An outside firm was hired to do a market analysis. However, not all positions at the University can be benchmarked. Job descriptions of record were used in the analysis. EEO codes are also being used to help with the reclassification. Some clerical and staff positions were evaluated with the help of business managers. Job descriptions are being developed for both exempt/non-exempt positions. The targeted timeline to have the project completed is the end of March 2014. More information will be shared as it becomes available.

The meeting adjourned at 1:40pm.

The March SAC meeting will take place on Thursday, March 20 in BSC 251A-251B.
Call to Order: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:00pm by Ms. Kathy Barbeau. Kathy delivered a reflection by Helen Keller.

Guests: Brianne Burcke, Director of Financial Planning and Budget, David Grabe, Assistant Vice President and Controller, Gary Whitworth, Treasurer and Chief Investment Officer

Attendance: Members: Charlotte Avett, Jennifer Baine, Michael Bamber, Kathy Barbeau, Diane Barbeau, Alexis Bruce-Staudt, Lauren Davis, Toni Dean, Mary Ann Fox, Tonya Gallina, Elizabeth Glauber, Pat Hoffarth, Stephanie Jones, Delia King, Elisabeth King, Jeanne Lawo, Yvonne McCool, Patricia McQueen, Jana Newell, Patricia Pisarkiewicz, Allison Roba, Colleen Schneider, Rita Stites, Sue Stevens, Karen Stocke, Mary E. Streif, Susan Torretta, Patty Valentine, Ellen Weis, Gina Williams, Debra Wilson, Cyn Wise,


Visitors: Deborah Allinson, Mary Barrale, Joe Besser, Bettina Bockelmann, Amy Breuer, Jennifer Bussen, Ivy Cleveland, Kyle Collins, Judith Colyott, Joanna Damalas, Lauren Davis, Sue DeBarry, Jane Eckstein, Loretta Edwards, Kelisa Fiala, Charles Fileds, Patricia Galati, Matthew Goeke, Allison Grapperhaus, Jan Herweg, Pat Hoffarth, Barb Koskoles, Camille Lawson, Carol Lunning, Kim Malone, Elaine Marschek, Patti Mazzuca, Adrienne McCarthy, Cynthia McKenna, Joe Pieper, Diana Polles, Grant Powell, Michael Richards, Cindy Ringkamp, Pam Samuels, Annette Schiller, Joan Siegner, Jessica Swoboda, Danielle Thebeau, Tim Toennies, Julie Ulkus, Virginia Westermeyer, Mary Wolf, Lindsey Woodard, Sherry Wright-Gulley

Minutes: The February 20, 2014 meeting minutes were approved as submitted.

Call to Action: Yvonne McCool stated the BATTLE OF THE BOOT is off to a great start. Shoe boxes are located in buildings across campus. Verhaegan Hall is the winner of the February torch for most shoes collected. Help is needed in sorting the shoes. Date and time for the next shoe sorting event will be sent out in the next few days.
**Announcements:** Troy Turnipseed, Director of Summer Studies, distributed the 2014 summer at SLU program guide. The guide outlines all the camps, courses and events. Registration for a camp or college-credit course may be done on line: summer.slu.edu.

The Women’s Commission is hosting a trivia night on Saturday, April 5 in the Multipurpose Room of the Allied Health Professions building. This year’s theme will be the 80’s and there will be prizes for best dressed and best table decorations. Registration can be done by logging onto: wc@slu.edu.

Julia Bruck distributed a petition to allow Missouri residents the opportunity to do early voting.

**Recycle Mania** will take place on Friday, March 28 from 7am-2pm. The location is the Fred Weber parking lot located behind the Chaifetz Arena.

Ballots for candidates for next year’s SAC elections will be sent out later this week.

**Monthly Spotlight:** Ms. Burcke gave a PowerPoint presentation on the FY 15 Budget. Factors that influence the budget include:

- A 2% decrease in enrollment
- Personnel cost continue to increase
- General expenses continue to increase
- For FY 15 the projected freshmen enrollment is 1600
- The tuition increase is 3.5% ($37,350)
- There is a decline in enrollment in Arts and Sciences, College of Education and Public Service, Law School, and the School of Nursing
- Compensation cost make up 72% of total expenses
- $8 million needs to be saved ($4million from VERP and $4million from Frost Academics)

Mr. Whitworth briefly outlined aspects of the University’s endowment. Mr. Whitworth’s PowerPoint presentation illustrated how the endowment is invested. SLU’s endowment has made a successful recovery over the past few years. The target growth for the endowment is 5% over the next 5-10 years.

The meeting adjourned at 1:00pm.
Saint Louis University
Staff Advisory Committee
Meeting Minutes
April 17, 2014

Call to Order: The meeting of the Staff Advisory Committee (SAC) was called to order at 12:22pm by Ms. Kathy Barbeau. Kathy delivered a reflection by Henry Ford.

Guests: Nancy Delany, M.D., Patty Haberberger, Interim VP Human Resources, Heather Thornton, Learning and Development Manager

Attendance: Members: Charlotte Avett, Jennifer Baine, Kathy Barbeau, Joan Beaty, Cora Black, Susan Brown, Matt Campbell, Gene Carroll, Lin Cowick, Joan Dalton, Lauren Davis, Toni Dean, Jennifer Elwyn, Mary Ann Fox, Jennifer Franey, Tonya Gallina, Ruth Hilderbrand, Elisabeth King, Yvonne McCool, Carolyn Mulhall, Kathy Nieger, Terrie Perry, Patricia Pisarkiewicz, Nicole Purcell, Sally Schade, Alice Smith, Sue Stevens, Mary Streif, Susan Tortetta, Joanne Walley, Ellen Weis, Cyn Wise, Kathleen Wolf, Jeanne Young

Visitors: Christina Butler, Jane Eckstein, Bob Gantnor, Tina Gray, Amanda Sahaida, Joe Stumpf, Danielle Thebeau

Minutes: The March 20, 2014 meeting minutes were approved as submitted.

Call to Action: Ms. Yvonne McCool announce Verhaegan Hall has once again been awarded the winner of the torch for most shoes collected in the month of March. SLU’s goal is to meet or exceed last year’s total collection of 7,000 pounds of shoes. The battle will continue May 31, 2014.

Announcements: Kathy Barbeau announced who will be serving on the SAC Executive Committee for the 2014-2015 term: Chair is Elisabeth King, Chair Elect is Yvonne McCool, Past Chair is Kathy Barbeau, Recording Secretary is Rita Stites, Corresponding Secretary is Jennifer Baine, and Membership Coordinator is Mary Ann Fox.

Ms. Haberberger stated the 2014 Climate Survey had been sent to all faculty and staff including the Madrid campus. Five focus groups helped to develop the survey. The survey will close on April 30. The independent firm of Tower Watson will analyze the results. Interim Vice President Haberberger assured everyone their responses will be anonymous.

Monthly Spotlight: Dr. Nancy Delany presented on the Proposed SLU Tobacco-Free Policy. Dr. Delany stated the faculty senate voted in favor of the policy. The SLU staff will be asked to vote on the policy the week of April 21. The student government did not vote on the policy. Dr. Delany emphasized the University is committed to providing a safe and healthy environment. The term Tobacco-Free includes all forms of tobacco—cigarettes, cigars, pipes, clove cigarettes, smokeless or spit tobacco and electronic
cigarettes. If approved, the policy will go into effect at the beginning of the 2014 Fall Semester. It will apply to all members of the SLU community—students, faculty, staff, patients, contractors, as well as, visitors to campus. The use of tobacco on any University owned, leased, or occupied facility or in any University owned, rented or leased vehicle will be prohibited. This does include:

- All campuses
- Parking garages and lots (including personal vehicles)
- SLU buildings located near city/municipality owned sidewalks, within 25 feet of entryways or exits, near air intakes, or near fire/explosion hazards
- Off campus housing managed by SLU
- All university housing managed by SLU
- Hotels and other establishments operated by SLU

The University Administration will be responsible for developing an enforcement policy if this proposal is approved by all of the SLU community.

Heather Thornton outlined learning and development opportunities offered to employees. SLU Learning Ambassadors serve as contacts to help employees find learning resources and information about upcoming programs. Employees may contact the Learning and Development department by emailing them at: training@slu.edu.

Ms. Haberberger outlined and fielded questions concerning the VERP packages being sent to employees the week of April 21. The employees will have until June 10, 2014 to make their decision whether to accept or decline the personalized package. Open group sessions will be held on both the Frost and Health Sciences campuses beginning April 25 through May 2. Retirement counselors will be on campus May 1-June 10 for those who wish to schedule one-on-one sessions. Packets must be turned in by June 10, 2014. June 30 will be the last working day for those who elect to take the retirement offer. Questions may be sent to: verp@slu.edu.

**Announcement:** Ms. Barbeau announced the Staff Advisory Committee Spring BBQ is going to be held on May 9, 2014. Each year, SAC wraps up the year with a BBQ. This year, incoming President Fred Pestello, Ph.D. is expected to attend the BBQ. We are inviting all SLU Staff who do not belong to a collective bargaining unit to attend.

Meeting adjourned at 1:15pm
Saint Louis University
Staff Advisory Committee
Meeting Minutes
January 16, 2014

**Call to Order:** The meeting of the Staff Advisory Committee (SAC) was called to order at 12:00pm by Ms. Kathy Barbeau. Kathy delivered a reflection by Norman Vincent Peale.

**Guests:** Jeff Fowler, Vice President University Advancement, Heather Thornton, Learning & Development Manager

**Attendance:** Members: Karl Aldrich, Michael Bamber, Diane Barbeau, Kathy Barbeau, Joan Beaty, Larry Bommarito, Jodi Christy, Lauren Davis, Toni Dean, Dawn DeLaria, Amy Estlund, Diana Foster, Mary Ann Fox, Gayle Gilmore, Elizabeth Glauber, Pat Hoffarth, Delia King, Elisabeth King, Michael Mueller, Carolyn Mulhall, Donna Myers, Jana Newell, Terri Perry, Natalie Peterine, Patricia Pisarkiewicz, Nicole Purcell, Colleen Schneider, Rita Stites, Peggy Stelzer, Karen Stocke, Mary Streif, Bridget Turner, Patty Valentine, Regina Walton, Ellen Weis, Gina Williams, Debra Wilson, Cyn Wise, Jeanne Young, Cathy Zimmer

**Visitors:** Christina Butler, Gene Carroll, Lulu Dong, Joann Filla-Taylor, Jennifer Franey, Bob Gantner, Brittany Howard, Camille Lawson, Shirley McMillian, Kent Miller, Marguerite Moore, Jeremy Nagle, Kalen Reichert, Amanda Sahaida, Sophia Toumbalakis

**Minutes:** The November 21, 2013 meeting minutes were approved as submitted.

**Announcements:** Regina Walton announced Alumni Relations is collecting items to be included in Valentine baskets that will be given to members of the St. Louis Community. Items may be dropped off in DuBourg Hall room 314A. Departments that have a large number of items may contact Regina at: rwalton1@slu.edu or by calling her at 977-2622 to arrange a time the items will be picked up. Deadline for donations is Friday, February 7, 2014.

Heather Thornton announced the Learning and Development department at Saint Louis University would be sending an email on February 3 that will introduce the department’s new services. Employees will be invited to complete an interest form for 2014.

**Monthly Spotlight:** Jeff Fowler discussed the results of the April 2013 Climate Survey. Psychological Associates conducted the survey. The overall response rate was 22.9%. The survey covered three specific areas: climate, communication and voice. The climate portion of the survey revealed the majority of faculty, staff and students distrust the Central Administration. A Climate Assessment Committee was formed as a result of these findings. The committee will
be distributing a survey prior to spring break. Focus groups and open forums will be conducted to gather information. The survey will be distributed March.

The results of the communication portion of the survey indicated a severe lack of communication across campuses. A Communication Task Force comprised of Bridget Fletcher, Pat Sly, Jim Smith, Bob Fox, Carolyn Mulhall, Karla Scott, Vidur Sharma and Jeff Fowler began working together to develop a stronger top/down communication structure. The committee decided to focus on four specific areas: (1) work on improving the current process, (2) provide faculty, staff and students the opportunity to provide input, (3) a Feed Back Tool will be listed on Newslink. This will allow the members of the SLU community the opportunity to list comments and concerns. Clayton Berry will oversee the site. All comments/concerns will be kept confidential.

Mr. Fowler stressed that Interim President, Bill Kauffman, has been meeting with groups across campus and the country to improve communication. When asked why it took over six months for SAC to see the results of the survey, Mr. Fowler had no clear answer.

The meeting adjourned at 1:07 pm.