

Staff Advisory
Committee

Yearly Report for 1993

Staff Advisory Committee
1993

To accomplish great things, we must not only act but also dream, not only plan but also believe.

Anatole France (1844- 1924)

Over the course of the year, a mission statement for the Staff Council Research Committee would develop. It would develop after many meetings of the ByLaws Committee (formed on October 13, 1992) and after several meetings with the Coordinating Committee and Mrs. Kathy Hagedorn, the Vice President for Human Resource Management.

By definition, a mission statement seeks to provide the ultimate picture of what the organization wants to accomplish- the boundaries within which the organization operates- the reasons for the organization's existence. A mission statement serves to give direction and focus to the actions of the organization, translating ideas and behavior into meaningful strategies and empowering people to change. Goals and the steps needed to reach those goals are part of the mission statement.

After 2 meetings in December 1992 and a meeting in January 1993, the ByLaws Committee was ready to present a mission statement to the Staff Council Research Committee at its general meeting on February 10th in the Argentum Room at Busch Memorial Center. The wording over the course of the year would change as suggestions were taken from staff members and the Coordinating Committee.

The first mission statement of the year and the last mission statement of the year are given so that variations in wording can be noted

February 10th

In accordance with the mission of Saint Louis University, the mission of the staff council of the University is to represent the interests and concerns of all University staff; to function in an advisory capacity in the development, review and implementation of University policies which affect the staff; to provide a means of communication with the administration and faculty, and support them with the knowledge, skills, and abilities of the staff; and to create and nurture a spirit of unity among all employees at the University.

October 28th

In accordance with the Jesuit mission of the University, the purpose of the Staff Advisory Council shall be to advocate the interests and concerns of the University staff; to function in an advisory capacity in the development, review and implementation of University policies which affect the staff; to provide a means of communication with the administration and faculty, and support them with the knowledge, skills

and abilities of the staff; and to create and nurture a spirit of unity among all employees at the University.

Shortly after the February 10th Meeting, the first brainstorming session was held on the issues and the ideas for drafting the bylaws. Topics covered at the February 15th brainstorming meeting were 1) Identification 2) Membership 3) Organization 4) Officers and 5) Committees. A sixth topic, Scope of Activities, was added on March 15th. Kathy Hagedorn made available to the Committee a court case dealing with NLRB involvement when staff council guidelines have not been clear.

On April 5th, a subcommittee from the ByLaws Committee was formed and charged with the responsibility of formulating a draft. Limited to 5 persons, this group was asked to compile the ideas, issues and suggestions of the ByLaws Committee at large into one "First Draft" Document with presentation to be made to the Coordinating Committee. After meeting on May 6 and May 17, a rough draft of the bylaws was submitted on June 7(4 pages), revised on June 16(6 pages), and revised again on June 21(5 pages). It was in the rough draft that the organization name was changed from the Staff Council Research Committee to the Staff Advisory Council.

A memo from Betty Andrews on June 24th indicated a general meeting of the full group would not be held in July and August. She stated that the Coordinating Committee would take this time to meet as often as necessary to process the bylaws with the hope of presenting them to the full staff at the September meeting. She thanked the staff members who worked on the bylaws for their great energy, thought and for being so conscientious and thorough in the work. A memo from Angela Pitts, the chair of the ByLaws Committee, also thanked the staff members for their support, encouragement, enthusiasm and patience. She indicated that she and Patty Hagen would be meeting with the Coordinating Committee very soon.

On July 23rd, Kathy Hagedorn and Betty Andrews met to discuss the ByLaws. Kathy liked the mission statement (revised with the word represent taken out), the Council composed of 16 elected members, the idea of making the bylaws a living document for a 2 year period and the section on Officers and their Duties. She suggested an informational meeting at Parks to let them know what we are doing, a meeting with Rich Denning (the AVP HRS at the Medical Center/ Hospital) to see how South Campus might be involved and beefing up the section on Committees to include standing committees at Parks and the Medical Center campus. She emphasized that advisory need not be included in the name of the group so long as it is understood that the council is advisory and not policy setting. She said that Fr.Biondi and Dr. Hayes reserve the right to set policy and make decisions on all University issues. She said that " they welcome and encourage dialogue and advice, but will reject any attempt to dictate policy or decisions. This is true for all University groups".

Karl Schultz and Jane Holwerda were elected co-chairs of the ByLaws Committee following Angela's resignation on August 3rd. During August Karl and Jane

met with the Coordinating Committee whose comments led to further revision of the draft in October. A memo from Karl and Jane on December 20th indicated that their meeting on November 16th had led to another meeting on November 30th. A scheduled meeting on December 14th was postponed due to lack of a quorum. Karl and Jane assured the ByLaws Committee members that progress was being made in the painfully slow process.

Marcia Deering is the chair of the Human Resources Advisory Committee. This committee provides staff input for Human Resources issues and policy. Over the course of the year, the Committee would work on the family sick leave policy, changes in the waiting period for long term disability benefits, the counseling policy and supervisor evaluations. This year SLU employees will have Christmas Eve and the entire following week off but will not have the Wednesday before Thanksgiving as a day off.

Linda Lashley and Shirley Fortman are co-chairs of the Communication Committee. This committee publicizes meetings and other events. Due to the Committee's efforts, information about our group appears in "Insight" (the faculty/ staff newspaper).

Betty Andrews is chair of the Coordinating Committee. This committee plans and conducts the general meetings. As part of a mass mailing from the Women's Commission, Betty Andrews wrote a one page article entitled "Staff Council One Year Later, Monthly Meetings to Resume in September." The Coordinating Committee consists of chairs of other committees and representatives from Parks College and the Medical Center:

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| Betty Andrews | Chair |
| Angela Pitts | Medical Center |
| Julie Settle | Parks College |
| Susan Sanner | ByLaws Committee |
| Linda Lashley | Communications Committee |
| Marcia Deering | Human Resources Advisory Committee |

The University Parking Committee now has Jeanene Kreevich as the staff council representative and a representative from Parks, Carol Lunning.

The general meeting on February 10th featured Mr. Russ Viehmann, the Associate Vice President for Development. A booklet on the College Church, initiated by Fr. McGannon, is now available and on sale for \$10 a copy from Fr. Krause, the Pastor of College Church. Mr. Viehmann opened his presentation with the statement that Fr. Lawrence Biondi, the President of Saint Louis University, has the goal to make SLU a premier educational institution. The \$200 million Capital Campaign will raise money for student development, faculty development and the enhancement of academic programs. The kickoff event on February 16th will have a Mardi Gras theme and serve to introduce the campaign to faculty and staff. Kathy Hagedorn explained that money from the operating budget is used for staff development programs and salaries.

It was at the meeting that the topic of a staff lunchroom arose. Several people

indicated that the current lunch room in DuBourg Hall is small and usually filled with students making staff uncomfortable at times about space. A space exclusively for staff in the form of a lounge or lunchroom is a desired goal.

Meeting locations for the full group this year included the Argentum Room at Busch Memorial Center, the O'Donnell Building and the Learning Resource Center Auditorium 1B. Meeting locations for the ByLaws Committee varied as much as the meetings with the committee going to Ritter Hall, DuBourg Hall and the Wohl Building on South Campus and during the Noon hour and after work at 5:15 or 5:30 pm..The Human Resources Advisory Committee met at Busch Memorial Center.

It was a year for staying alert and for trying new ways to reach goals. It was a year of constant re-thinking and re-grouping. It was a good year.