

Staff

Advisory

Committee

Yearly Report for 1995

Staff Advisory Committee

1995

I've always felt, within myself, I can find a way to win.

Joe Montana

**NFL Quarterback for the San Francisco 49ers and
the Kansas City Chiefs**

At long last!!!

Our group has formal status in the University- an official sub-committee of the Human Resources Board. After 3 name changes in as many years, in 1995 the organization took its present name- the Staff Advisory Committee. The name is a blending of the Staff Council and the Human Resources Advisory Committee. The first meeting of the group with the new name took place in June. The first ever open meeting was held in November. Mrs. Kathy Hagedorn , the Vice President for Human Resource Management, explained at that meeting the relationship of the Staff Advisory Committee to the Human Resources Board:

The Human Resources Board is made up of representatives from every division of the University. The purpose is to make policy recommendations to the PCC (President's Coordinating Council) from which the President and the Provost make decisions. By virtue of the Staff Advisory Committee Chair and Chair-elect being members, staff is also represented. The Staff Advisory Committee has replaced the Human Resources Board in the responsibility of meeting monthly to discuss issues. The Human Resources Board now meets only once or twice a semester.

The monthly meetings with Kathy Hagedorn are for the purpose of discussing new policy issues, updating policies already in place, addressing questions of interest to staff and suggesting staff to sit on various University committees.

Efforts to establish a staff organization had received a big boost in March with praise from University President Fr. Lawrence Biondi S.J. in his annual State of the University address at St. Francis Xavier College Church.

After earning a Bachelor's degree and a Master's degree from Loyola University of Chicago, Fr. Biondi earned a second Master's degree and the Doctorate from Georgetown University. In 1983, the SLU President Fr. Thomas Fitzgerald S.J. invited him to be a member of the Board of Trustees. He took up the duties of SLU President on the feast day of St. Lawrence on August 10, 1987. The Mass of the Holy Spirit was held on the same day he was inaugurated at Powell Symphony Hall- September 30, 1987.

In his address, Fr. Biondi spoke of staff involvement at Saint Louis University:

During the past year, we also have seen a deliberate increase in the participation of University staff members in the drafting of policy recommendations and search committee processes. The Staff Human Resources Board Advisory Committee now reviews all draft policies that may affect staff, and search committees for administrators now have a staff representative on them.

His closing toward the end of the address seems to speak to our group:

Our challenges remain mighty, and history's turns and pitfalls surely await us, but the core of who we are, what we do and why we do it remains beautifully, awesomely and inspirationally the same.

In the months leading up to June, members of the Staff Council met with members of the Human Resources Advisory Committee. The 3 key issues for discussion were 1) Flextime/ Timekeeping 2) The Smoking Policy and 3) Staff Recognition Awards.

Flextime/Timekeeping- Letters have been sent to all the Vice Presidents about the adjustment to employees work hours due to timekeeping conversion. A draft of 5 policies has been given to the Deans and the PCC. Kathy Hagedorn has proposed a timeline at PCC to implement the change to the new system. The Payroll Office will work with Human Resources to get a schedule in place by May.

Smoking Policy- Frost Campus will be smoke-free as of August 15th. At SLU 13% smoke as compared to the national average of 26%. The possibility of smoking cessation programs, covered shelters and ashtrays in designated areas which do not have high visibility will be budget implications for PCC consideration.

Staff Recognition Awards- Most of the Mary Bruemmer Awards at SLU have been given to administrators and faculty. With the idea to create an award just for staff, Maritz Company representative Thomas N. Webster spoke to the group in May. In business for 100 years, Maritz has gone from selling jewelry to become the 3rd largest corporate travel company in the United States. Mr. Webster's thoughts:

The purpose of any award is to increase performance or change behavior, a person must earn not win the award, the non-cash award should be simple to do and explain with a definite start and end date.

Susan Sanner will look into the details and publicity for the award on Frost Campus. Health Sciences has done recognition of staff programs

for many years.

A successful breakfast forum with Fr. Tom Kelly S.J. was held on Feb. 7th. Group feedback was that the University is doing well in Human Resources and that Kathy Hagedorn is doing a good job. Of 400 internal applicants last year, about one third were successful in receiving transfers or promotions to new positions. The University will charge a \$20 handling fee for each course taken through tuition remission beginning with the fall semester- a mass mailing in April. The Office Professional of the Year Award will be presented at the 9th Annual Seminar on June 7th. The Group name change to the Staff Advisory Committee took place at the May Meeting.

Activity in the months after June focused on the details of organization:

- 1) New Officers- Chair and Chair- Elect
- 2) ByLaws Document
- 3) Membership roster- Name, SLU address, Telephone number
- 4) SLU Stars Committee
- 5) Open Meeting in November
- 6) e-mail address for SAC as of November

The Chair and the Chair Elect serve a one year term with the Chair Elect serving as next year's Chair. The Chair Elect also functions as the committee secretary. Nominations for the new officers should be given to Marcia Deering, the Chair, by July 21. General consensus is that the Women's Commission model of employment for one year and three meetings attended should be used. Nominations for

Chair- Susan Sanner, Lisa Walls

Chair Elect- Betty Andrews, Susan Sanner, Lisa Walls

Ballots to be returned by July 28th at 4:30 pm.. Announcement at the August meeting that the new Chair is Lisa Walls and the new Chair Elect is Betty Andrews. Persons present at the Open meeting in November indicated they liked the format and discussion. With campus boundaries expanding with new property acquisition, safety concerns are heightened. A sub-committee to study safety issues on Frost Campus will be formed with Director of Public Safety Jack Titone a member of the group.

In 1995, work was done on the ByLaws from September to December. The Mission Statement, first developed in 1993, underwent its 4th revision this year.

In accordance with the Catholic Jesuit identity of Saint Louis University, the purpose of the Staff Advisory Committee shall be to communicate the interests and concerns of a diverse 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.

The mission statement is followed by

Structure

Membership of the Committee

Leadership

Meetings

The Staff Advisory Committee is a standing committee of the Human Resources Board. From the ByLaws:

The Board was established for the purpose of discussing, developing and monitoring the implementation of human resource policies and programs. The Board is involved in evaluating the benefits, training, compensation and quality of work life of University employees. It is responsible for the development of new policies and programs and for evaluating existing policies and programs.

The ByLaws document was distributed at the December general meeting with unanimous agreement to approve after discussion.

The first winner of the SLU Stars Award was Susan Sanner. Given a certificate in November for her work on SLU Stars, she had been the mastermind and the caretaker of the program since its inception. It was in June that she reported the staff recognition program had received support from Community Relations. It was also in June that it was announced that with the PCC enthusiastic about the program, Fr. Biondi would introduce the program at the Feast of Saint Louis on August 17th. Over the course of the next several months, details related to the program were put in place:

- 1) Selection of a logo for the program
- 2) Submissions to be done by Sept. 25th - materials are ready
- 3) Persons nominated to demonstrate Ignatian ideals of magis-a striving for excellence in all they do and cura personalis- a personal concern and respect for others
- 4) Contribution cited should have occurred within the past 3 months
- 5) Brochures to be mailed to departments
- 6) Winners to be announced in " Grand Connections "

Susan left at the end of October. Lynn Chase was the interim Chair. Sandra Norman was the new Chair in December.

The Open Meeting in November on the 8th had details worked out at the general meeting in September. The Open Meeting would tell who we are, what we do, how often we meet. Informational cards will be passed out at the meeting. The format:

- 1) Lisa to give an overview of the group
- 2) Kathy Hagedorn to tell the group's relationship to Human Resources Board

- 3) Subcommittee reports
 - SLU Stars - Lynn Chase
 - ByLaws- Suzie Poole
 - Publicity- Marcia Deering
- 4) Open questions from the audience to be collected and read

At the Open Meeting, Director of Public Safety Jack Titone wanted to know if there could be a better flow of information as policies change to which Kathy Hagedorn responded that the large number of employees makes it difficult to bring everyone into the dialogue. To the problem of security when classes are not in session but offices are still staffed, Jack Titone recommended Frost adopt a badge system and suggested buildings be locked.

There were several developments this year in regard to Benefits. John Kysar responded to the letter written by a SLU employee that asked the question:

How can you find affordable health insurance coverage for dependent children? Lisa and Betty will try to meet with him to discuss the cost of health insurance for children of single parents. In response to Susan Sanner's question at the October meeting, Kathy Hagedorn reported that John Kysar and Dr. Breslin had met concerning the increase in the number of dentists available to those who use the University's dental insurance. The University started assessing a \$20 per course tuition remission handling fee for the fall semester. The PCC made the decision based on 4 factors:

- 1) fee will be very small compared to the value of the benefit to the employee
- 2) total University benefit costs have doubled over the last 6 fiscal years
- 3) employees and dependents of employees can withdraw from courses taken through the tuition remission plan generally at no cost to them but at an administrative cost to the University
- 4) other Jesuit universities have tuition remission handling fees

It was a year for significant high level personnel changes at the University. Dr. Alice Bourke Hayes, the first woman to ever hold the position of Executive Vice President/ Provost at Saint Louis University, accepted the position as the President of the University of San Diego. Formally starting the new position on July 1st, she was honored at a luncheon on April 25th as the 1995 Woman of the Year by the Women's Commission. On July 1st, Dr. Richard Breslin took up the duties as the new Executive Vice President/ Provost. By September, he had formulated the first stages of a Strategic Plan with 5 themes for the University. Laura Wright left as the Director of Human Resources with Bobbi Counts taking the position on August 21st. Delouis Gavin left Human Resources to become the Business Manager at the Admissions Office with DeAnn Jacobs accepting the position in September as the Senior Administrative Assistant to Kathy Hagedorn. DeAnn Jacobs had served as Office Manager at Pius XII Memorial Library since January of 1992.

In September, October, November and December the group met in the President's Conference Room . An elegant and luxurious meeting area , the room is located on the 2nd floor of DuBourg Hall - the same floor where the offices of the SLU President and the Vice Presidents are located. Meetings this year were also held at Busch Memorial Center in the Boland Room, the Argentum Room and room 306. The farewell party for Laura Wright in August was at the Billiken Club in Busch Center.

It was a wonderful year. It was the year we became the Staff Advisory Committee.