AGENDA
SLU Business Manager Meeting
October 9th, 2008
LRC Auditorium B
9:00a.m.-10:30a.m.

1) Meeting Overview/Announcements – Keith Emge (5 minutes)
   Sign in Sheet
   Review of September and October ‘What’s New?’

2) HR Issues – Ken Fleischman (30 minutes)
   Vacation
   Voting Time
   Employment Requisition and Position Analysis Booklet changes

3) Benefits (Open Enrollment) – Elisabeth King (30 minutes)

4) Make a Difference Day – Robert Wassel (5 minutes)

5) Banner Grants Billing Modules – Douglas Leavell (20 minutes)

   Q & A
Business Manager Meeting

Minutes of the Meeting of October 9, 2008

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, October 9, 2008 at the Learning Resource Center, Auditorium B.

Business & Finance Staff Present:

Bruce Andres  Mary Drexl   Keith Emge    Sharon Gajewski
Mary Gavach   Jeff Hovey    Eric Lewis    Michael Lucido
Marsha McBride  Annaliese Neff  Lisa Zoia   Tom Meadows

Number of Business Managers Present: 91

Keith Emge welcomed everyone to the meeting.

What’s New Review - Keith Emge reviewed the September and October issues of “What’s New”. Keith reviewed a few key items with the Business Managers. Everyone should remind their vendors to update their Standing PO numbers for timelier invoice processing. Paper DPV’s are no longer accepted. On line DPV’s must be completed for payment to all speakers, etc. A business manager asked if there was a way to automatically generate a new vendor number rather than the business manager having to complete a new vendor form for each new DPV processed. Sharon Gajewski said she would research that possibility. For more details read the latest What’s New”.

Voting Policy – Ric Land from Human Resources reviewed the voting policy for SLU employees. The policy is different in Illinois and Missouri, but employers are required to give time to employees to vote, if their work shift causes a conflict. For the complete policy visit the Human Resources website, click on http://www.slu.edu/services/HR/handbook_sectiong.html#voting, then “voting time”

Employee Benefits – Elisabeth King distributed a letter that will be sent to all employees regarding upcoming changes to our Health Insurance coverage. Elisabeth shared plans that will be effective January 1, 2009. GHP will now become Coventry and United Health Care will remain as a choice. The rate increases will be announced next week. All employees must enroll by December 1 or they will be assigned to a plan that most closely fits their current plan. In order to increase SLU revenue and save employees money, SLUCare physicians will have a lower co-pay than other physicians. A business manager asked if priority would/could be given to SLU employees for getting into see a doctor so that it doesn’t take six months to schedule a visit. See page four of the letter for more details. The Dental plan is currently under review. Elisabeth also discussed another letter that will be coming out to all employees due to a new requirement by the IRS. All employees are being asked if they have a majority ownership in another business (over 50%) and are contributing to a retirement plan with that business. The IRS is trying to make certain that individuals are not exceeding the maximum amount allowed by law.

Banner Billing Module – Doug Leavell gave a presentation on a new module in Banner that will be available soon. The new feature in Banner is part of the Banner Grants Management Module and it automates the process of creating invoices and certain financial reports. The new system will address internal and external audit findings. To view Doug’s presentation, click here. This new module should go live in February 2009.

Make a Difference Day – Robert Wassel, Program Manager for Center for Leadership and Community Service, spoke to the Business Managers about “Make a Difference Day” coming up on Saturday,
October 25, 2008. The day kicks off in Hermann Stadium at 8:00 a.m. and ends by 2:30 p.m. Robert also thanked everyone who contributed to the back to school supplies program. Hundreds of items were donated and supplied 600 students with their back to school supplies. For more information on the upcoming “Make a Difference Day” event click here.

**Human Resources Update** – Ken Fleischmann, interim VP of Human Resources shared with the Business Managers what he believes is the vision for HR. He gave all Business Managers an assignment to bring the following information to the next meeting; what does HR do well? What doesn’t HR do well?, How can they do it better? Mr. Fleischmann asked the Business Managers to check with their employees for their responses. Mr. Fleischmann stated his goal is to become the premier Customer Service Unit. He also suggested each of the managers ask the same questions about their own units. One manager suggested conducting a survey. Mr. Fleischmann agreed this was a good idea. He reviewed a few of the recent changes that have taken place in HR. The vacation payout policy is effective December 1st. When an employee leaves the University, the maximum vacation payout is 40 hours. This does not effect accrual rates, only what will be paid when leaving the University. Ken reminded the business managers that the vacation time should be used. Employees need time away to relax. All current requests for posting positions must be submitted to HR on a request form. They then are sent to Father Biondi for his approval or rejection. Mr. Fleischmann asked the Business Managers to look at these position requests from a business standpoint and make a good solid business recommendation. If the position is necessary, explain how it will benefit the University, etc. Ken reminded everyone that now, more than ever, we must watch every University dollar spent. Enrollment didn’t reach its goal, therefore revenues will be less and adjustments must be made. Mr. Fleischmann stated that he is looking at everything in HR, from top to bottom, and will determine what needs to be changed, improved, discontinued, etc.

**Additive Pay** – Mr. Fleischmann announced that an internal audit is beginning on Additive Pay and a new policy will be written on Additive Pay. Going forward, no requests for Additive Pay will be processed without a signature from a Vice President or the Provost. These requests should then be forwarded to Ken Fleischman, who will take them to the President for signature.

**Future Meetings** – Keith Emge announced the next meeting will take place on December 11, 2009 in Boileau Hall. The meeting was adjourned at 11:10 a.m.

Minutes respectfully submitted by Mary Drexl.
October 2008

TO: Full time Faculty and Staff

Open enrollment for the medical insurance plans will be held from November 1 through December 1, 2008, with benefits to be effective January 1, 2009. As communicated in May 2008, medical open enrollment will now take place in November of each year.

The Medical AdHoc Committee and the benefits office are pleased to announce the addition of out-of-network benefits for plans available under Group Health Plan, which will be known as Coventry effective January 1, 2009, and United Health Care (UHC). Coventry and UHC will continue to be the university claims administrators and network providers. They will provide two levels of insurance protection: one will be a Primary option, which will provide core coverage and lower payroll reductions; and the second option a PLUS plan that will provide enhanced coverage and coinciding higher payroll reductions. Employees have consistently maintained that both choice and cost are important considerations for their medical insurance and the new plan offerings will provide both choice and cost-effective options.

Coventry and UHC will offer nation-wide networks, which will allow employees who are traveling, students away at college, and retirees access to in-network facilities and in-network benefits. All plans will also allow for out-of-network benefits; however, a higher deductible and co-pay will apply.

The co-payment for a physician office visit will change. The new health plan design recognizes the excellence of our SLUCare physicians and encourages our employees to use them. A new favorable SLUCare physician co-payment structure will be implemented. The co-pay for a SLUCare primary care physician office visit will be $10; and $20 for a SLUCare specialist office visit. The co-pay for non-SLUCare primary care physician office visit will be $20 and non-SLUCare specialist office visit will be $30.

Wellness and preventive services will now be covered under all of the health insurance plans. In May the SLUFit program was implemented, therefore reimbursement for the Simon Recreation Center membership fees will no longer be necessary under the health insurance plan. Detailed information about the SLUFit program can be obtained at http://www.slu.edu/services/HR/forms/Wellness_Plan_Document.pdf
As previously announced, there will also be a new Pharmacy Benefit Manager, Express Scripts Inc. (ESI) effective January 1, 2009. While the co-pays will remain the same ($10 for generics, $25 for preferred brands, $40 for non-preferred brands) the formulary will change. If you choose a brand-name drug, you will pay your co-payment plus the difference in cost between the generic and the brand-name drug. Please review the ESI website and the formulary so that you will know how much your current prescriptions will cost next year.

Attached is a Summary of the Key Changes to the existing medical plans as well as a Schedule of Benefits summarizing the medical insurance coverage effective January 1, 2009. The new medical insurance plan offerings will no longer attempt to process medical claims similar to EPOCH, the third party claim administrator, whose contract terminated in December 2007. Therefore, you are strongly encouraged to attend one of the scheduled open enrollment meetings in the month of November to ask specific questions of the Coventry, UHC and ESI representatives.

If you do not take action by December 1, your enrollment in a health plan will be defaulted into the plan that most closely resembles the type of plan for which you are currently enrolled. If you are currently enrolled in GHP, you will be defaulted to Coventry PLUS Plan. If you are currently enrolled in UHC Choice Plus POS plan, you will be defaulted to UHC Primary Plan. If you are currently enrolled in UHC Choice HMO plan you will be defaulted to the UHC PLUS plan. If you default to a plan, you will have the same level of coverage you currently have: single, two-person, family or joint. You may change plans, delete dependents, and add dependents during open enrollment through Self-Service Banner.

Open Enrollment Meetings:

November 4 Tuesday LRC Room 103-104 A&B 11:00 a.m. -12:00 p.m.
November 6 Thursday BSC Room 251 A&B 12:00-1:00 p.m.
November 12 Wednesday Salus Room 1503 8:00-9:00 a.m.
November 14 Friday BSC Room 352-353 12:00-1:00 p.m.
November 17 Monday LRC Room 103-104 A&B 12:00-1:00 p.m.
November 19 Wednesday BSC Room 251 A&B 11:00 a.m. -12:00 p.m.
November 25 Tuesday LRC Room 103-104 A&B 11:00 a.m.-12:00 p.m.
Helpful Web sites:

SLU - HR Website http://www.slu.edu/services/HR/benefits_medical.html
The HR website houses a schedule of medical benefits and changes along with medical payroll deductions. You can access all of the websites listed below from the HR website.

Banner Self Service – http://gateway.slu.edu/cp/home/login

After January 2009 you will use the listed website - https://www.express-scripts.com

Coventry – www.qhp.com
If you are looking for a physician in the Coventry nationwide network, you need to select Coventry Missouri under product selection.

United Health Care – www.myuhc.com
If you are looking for a physician in the UHC network you need to select UHC Choice Plus product selection.

Sincerely,

Virginia H. Henson, CEBS
Director of Benefits and Compensation
# Saint Louis University
## Schedule of Benefits - January 1, 2009

<table>
<thead>
<tr>
<th>Choice of Networks:</th>
<th>GHP UHC</th>
<th>Primary Plan (Coventry &amp; UHC)</th>
<th>Plus Plan (Coventry &amp; UHC)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In-Network</td>
<td>Non-Network</td>
</tr>
<tr>
<td>Annual Deductible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single</td>
<td>$250</td>
<td>$500</td>
<td>None</td>
</tr>
<tr>
<td>Family</td>
<td>$500</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>Out-of-Pocket Maximum (Includes deductible)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single</td>
<td>$2,250</td>
<td>$3,500</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Family</td>
<td>$4,500</td>
<td>$7,000</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Coinsurance</td>
<td>80%</td>
<td>80%</td>
<td>100%</td>
</tr>
<tr>
<td>Maximum Policy Benefit</td>
<td></td>
<td>$1,000,000</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Doctors Office Visits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLUCare Physicians</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$10 Copay (Primary care)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>$20 Copay (Specialists)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>All Other Physicians</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$20 Copay (Primary care)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$30 Copay (Specialists)</td>
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<tr>
<td>Urgent Care Services</td>
<td></td>
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<td></td>
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<tr>
<td>$50 Copay</td>
<td></td>
<td></td>
<td>$50 Copay</td>
</tr>
<tr>
<td>Emergency Room</td>
<td></td>
<td>$100 Copay</td>
<td>$100 Copay</td>
</tr>
<tr>
<td>Hospital Services</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Out Patient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surgery</td>
<td>80% after Deductible</td>
<td>60% after Deductible</td>
<td>100%</td>
</tr>
<tr>
<td>Diagnostic Services (Lab and Radiology/Im-ray)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scans &amp; MRI's</td>
<td>80% after Deductible</td>
<td>60% after Deductible</td>
<td>100%</td>
</tr>
<tr>
<td>In Patient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Durable Medical Equipment</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Home Health Care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limited to 90 visits per calendar year</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Skilled Nursing Facility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limited to 60 days per calendar year</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Mental Health</td>
<td>Inpatient (40 day limit per cal. year)</td>
<td>80% after Deductible</td>
<td>60% after Deductible</td>
</tr>
<tr>
<td>(In-network prior authorization required by MHNNet (Coventry) and United Behavioral Health (UHC))</td>
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<tr>
<td>Substance Abuse</td>
<td>Outpatient (limited to 40 visits per calendar year)</td>
<td>80% after Deductible</td>
<td>60% after Deductible</td>
</tr>
<tr>
<td>(In-network prior authorization required by MHNNet (Coventry) and United Behavioral Health (UHC))</td>
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<tr>
<td>Preventive Services: (includes immunizations, annual physicals, mammograms, pap smear, prostate exams, well-woman/teen exams, hearing/eye exams)</td>
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<tr>
<td>Prescription Drugs</td>
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<tr>
<td>Retail</td>
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<td></td>
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<tr>
<td>Generic</td>
<td>$10</td>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>Preferred Brand Name</td>
<td></td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Non Preferred Brand Name</td>
<td></td>
<td>$40</td>
<td>$40</td>
</tr>
</tbody>
</table>

**Note:** This sheet is a brief summary of the plans. The Plan Document for each plan will govern its administration; please refer to your Summary Plan Description for more comprehensive explanations.
KEY CHANGES FOR 2009 to CURRENT PLANS:

- Out-of-Network Benefits now available (previously limited to HMO network only) - see summaries
- National In-Network Access now available (GHP-ASO previously limited to St. Louis metro area)
- Online Access to Coventry providers: www.ghp.com, then search "Coventry Missouri" providers
- Online Access to UHC providers: www.myuhc.com, then search "UHC Choice Plus" providers
- Physician Office Visit - New Copays: SLUCare Physicians: $10 Primary / $20 Specialist
  Other Network Physicians: $20 Primary / $30 Specialist
- Home Health Care - limits are 60 visits per calendar year
- Skilled Nursing - limits are 60 days per calendar year
- Emergency Room Copay - increasing to $100 per visit
- TMJ - covered, limited to a $5,000 lifetime maximum benefit
- Mental Health - in network care managed by Coventry MHNet; prior authorization req’d
  UHC United Behavioral Health (UHB); prior authorization req’d
  Inpatient visit - 40 per calendar year  Outpatient visits - 40 visits calendar year
- Substance Abuse - in network care managed by Coventry MHNet; prior auth req’d
  in network care UHC United Behavioral Health (UHB); prior authorization req’d
  Inpatient: 31 days per calendar year $50,000 Per Lifetime
  Outpatient: 40 visits per Calendar Year
- Hospice Benefit - removed limits on number of days

Out of network benefits are subject to deductible and co-insurance amounts

In and Out of network benefits are subject to deductible and co-insurance amounts

- Online Access to Coventry providers: www.ghp.com, then search "Coventry Missouri" providers
- Online Access to in-network providers: www.myuhc.com, then search "UHC Choice Plus" providers
- Physician Office Visit - New Copays: SLUCare Physicians: $10 Primary / $20 Specialist
  Other Network Physicians: $20 Primary / $30 Specialist
- Hospice Benefit - removed limits on number of days
- Skilled Nursing - limits are 60 days per calendar year
- Emergency Room Copay - increasing to $100 per visit
- Emergency Ambulance Services - covering out of network services at same level as in-network
- TMJ - covered, limited to a $5,000 lifetime maximum benefit.
- Mental Health - in network care managed by Coventry MHNet; prior authorization req’d
  UHC United Behavioral Health (UHB); prior authorization req’d
  Inpatient visit - 40 per calendar year  Outpatient visits - 40 visits calendar year
- Substance Abuse - in network care managed by Coventry MHNet; prior auth req’d
  in network care UHC United Behavioral Health (UHB); prior authorization req’d
  Inpatient: 31 days per calendar year $50,000 Per Lifetime
  Outpatient: 40 visits per Calendar Year
- Wellness Services: - Simon Rec Center fee now reimbursed under SLUFit Program
  - Wellness dollar limits removed
  - child age/frequency restrictions removed

Note: This sheet is a brief summary of the key changes. The Plan Document for each plan will govern its administration; please refer to your Summary Plan Description for more comprehensive explanations.
Banner Grants Billing Module

Implementation Briefing for Business Managers
What is the Billing Module

• Part of Banner Grants Management Module
• Automates the process of creating invoices and certain financial reports
• Automates required journal entries
•Eliminates the need for tracking lists and spreadsheets outside of Banner
Key Process Improvements

- Addresses internal and external audit findings
  - Timeliness of reporting/invoicing
  - Reconciliation to General Ledger
  - Completeness of reporting/invoicing
- Improved cash flow for the University
- Improved agency administrative scores on proposals
Related Process Improvements Under Consideration

• Documentation of cost sharing
  – Linking benefiting project with paying project
  – Activity codes

• Labor reallocation processing
  – More transparent process

• Pre-award cost accounting
  – More efficient process
Impact on Department Business Processes

• Most processes unaffected
  – Business as usual
  – Automating previously manual processes

• Close-out process impacts
  – Timing
  – Costs must be in general ledger to appear on invoice or financial report
Practice Aids

• Redesigned Web Site
  – Process documentation
  – Forms
    • Closeout checklist
    • Closeout spreadsheet
• Improved “30 Day Letter”
• Improve communication