What’s New...  

Future Business Managers’ Meetings

Reminder: Our next Business Managers’ meeting will be held on Thursday, March 13 from 9:00 – 10:30 a.m. The meeting location will be at College for Public Health and Social Justice Auditorium; room 1411 at Salus Center.

For your information, future meetings are planned on the following dates:

- March 13, 2014
- June 12, 2014

CPC Updates

Zero Dollar PO’s

CPC is looking at automatically closing zero dollar PO's (non-grant) on a quarterly basis. Please contact Donna Brooks (dbrooks9@slu.edu) if you have any objections.

Please be sure to use OF (Order From) addresses when processing requisitions. If one is not set up, please submit the MVF packet that includes the OF address and any other missing information (especially an email address or fax number) needed to complete the vendor's file. Any questions, please contact Sharon Gajewski (sgajewsk@slu.edu).

Updates to Benefits

Eligibility Dates

The Benefits Office will be changing benefit eligibility dates back to Date of Hire as of July 1, 2014. Any full time employee hired on or after July 1st will become eligible for benefits on their Date of Hire and benefit enrollment will be required within 31 days of that Date of Hire. Date of coverage termination will remain the last day of the month in which the employee terminates.

Business Services Updates

Flu Vaccines

It is time for clinics to pre-book their flu vaccine orders for the 2014-2015 flu season. These orders must be placed with Sanofi-Pasteur by March 31, 2014, to take full advantage of our vaccine program incentives. Additional details on placing these orders and our vaccine program will be sent directly to the clinics. If you have any questions or concerns on this, please reach out to Anne Becker, in Business Services, at 977-1455.
Xerox Managed Print Services Update:

- The contract with Xerox has been executed.
- An Implementation Advisory Team has been formed. This team consists of representatives from the academic, research, student and SLUCare community. The implementation team will provide input and support to ITS and Business Services for the successful implementation of the program.
- A test site for Xerox machines will be set up in Wool Center. The purpose of this site is to test and certify the Xerox devices before they are placed in our environment.
- A Managed Print Services website with helpful information is being developed and should be available in the next few weeks.
- For further information please feel free to contact Todd Vodnansky at 977-7044 or Jennelle James at 977-4183.

Risk Management Updates

Auto Insurance Reminder:

If you are renting or driving a vehicle on University sponsored business and require evidence of insurance coverage you must first complete a Motor Vehicle License Registration Check (MVLRC).

If you have a Missouri Driver License, to complete a MVLRC please go to: [http://www.slu.edu/x53553.xml](http://www.slu.edu/x53553.xml) and complete the request form.

If you have an Out-of-State License, please go to the Office of Clinical Education Compliance. They are located in DuBourg Hall Room 20 and ask to have a driver license verification for University Insurance. Be sure to bring a valid driver license, no appointment is necessary.

Once the MVLRC is completed you may contact Risk Management at 314-977-3952 to obtain a copy of the insurance card.

Departments are responsible for the first $1,000.00 of damage on all automobile claims in which the University makes a payment.

If a Department is involved in an automobile accident with a third party, and it is an at fault accident of the University Department, the Department is responsible for the first $1,000.00 of damage to the departments vehicle as well as the first $1,000.00 of damage to the third party's vehicle.

The University prohibits the use and/or rental of vans with a wheel base greater than 138 inches. No exceptions to this policy will be made.

Note: If you are driving your own vehicle on University business and receive mileage reimbursement, you are not covered on the University Insurance as mileage reimbursement is inclusive of gas, maintenance, and insurance.

Facilities Updates

Shred-It and E-Waste Drive

Start preparing for the upcoming combined E-Waste/Shred-It Drive as part of the finale to Recyclemania this year, sponsored by the Sustainability Advisory Council. Help SLU meet its goal to take first place in the electronic competition of Recyclemania. Last year, SLU took 4th place in the nation during the competition, collecting 68,038 lbs of electronic equipment.
When: Friday March 28, 2014
Where: Fred Weber Parking Lot, Chaifetz Arena
Cost: FREE!*
Who: SLU Faculty, Staff, Students, & St. Louis Community

ShredMania Drive
Time: 8 am - 12 pm
What: Any type of paper you want shredded, for a complete list of items click here.

- Its time to start your spring cleaning and clean out your files. Don’t forget about your files located at Earhart Hall. Contact Distribution Services for information about items located at Earhart and what to do. Requests must be made no later than Monday 3/24 by 5pm.
- This event is open to the public, so bring your items from home.

Why: To properly dispose of confidential documentation that fulfill federal, state, and other legal requirements of disposal. To keep with the University’s Record Management and Retention Policy, bring your outdated University documents to be shredded on site by Cintas. This method of disposal is a safe and secure way to prevent valuable information from getting into the wrong hands thus avoiding identity theft.

Furthermore, shredding assist in the recycling process and creates a new source of paper which helps the environment by preventing the cutting of additional trees.

E-Waste Drive: Anything with a cord
Time: 7 am - 2 pm
What: Bring anything with a cord

- All unwanted electronic devices will be properly disposed by Midwest Recycling Center.
- Can’t make it to the drive? No problem! Your office can make a collection and place a service request through the FAMIS work order system. Requests must be made by Monday by 5pm on 3/24.
- This event is open to the public, so bring your items from home and drop them off.

Why: Midwest Recycling Center is certified nationally and regionally to dispose of electronic devices to safeguard their clients from any environmental and identity theft liability. By bringing your items to this event, you have the peace of mind knowing that the items will be properly disposed of to ensure that there is no harm to the environment as well as guaranteeing that your personal information will not get into the wrong hands.

Saving the world one drive at a time.

*CRTs: TVs ONLY (limited 1 per car for free, $15 for each additional under 27in. $35 for screens larger than 27in., cash or check accepted)
March 10, 2014

Dear Valued Customer:

We would like to announce that Ronnoco Coffee, LLC has sold its Clearbrook bottled water brand to Absopure Water Corporation, effective March 7, 2014. Absopure has been in business since 1908 and is a market leader in office/worksite bottled water. Ronnoco will continue to furnish and service water filtration units.

This sale will allow Ronnoco to focus on our core coffee and beverage business while moving our 3- and 5-gallon bottled water delivery and service to a trusted industry leader. We will continue to bring you the best quality coffees and service for years to come.

We are very excited about this and will be glad to answer any questions or concerns you may have. If you have any immediate questions regarding your beverage program, please call us at 1-800-HAV-A-CUP.

Thank you for continuing to let us serve you.

Scott W. Meader
CEO, Ronnoco Coffee, LLC