SAINT LOUIS UNIVERSITY
STAFF ADVISORY COMMITTEE
MEETING MINUTES
October 18, 2012

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

Attendance: Lin Cowick, Michael Mueller, Amy Estlund, Kathy Neiger, Melody Altman, Jennifer Baine, Diane Barbeau, Joan Beaty, Larry Bommarito, Susan Brown, Smadar Chezrony, Tonya Gallina, Gayle Gilmore, Kathy Herron, Elisabeth King, Jeanne Lawo, Wendell Layne, Yvonne McCool, Sandy Pritt, Allison Roba, Kari Saunders, Debra Schindler, Rita Stites, Susan Torretta, Cyn Wise, Kathleen Wolf, Jeanne Young, Ken Fleischmann,

Visitors: Jan Herweg, Denise Parker, James A. Greathouse, A.K.A. Blue Santa, Dawn Delaria, Marjorie Jones, Nicole Purcell, Angela Coleman, Sally Bowles, Peggy Door

On-line attendees: Neva Gillan, Mary Frazer, Judy Pierce, Cory Holmes, Mark Hoyer, Karen Bolinger, Vicky Pettiford, Charlotte Ruzicka, Kathy Barbeau, Kellie Dalton, Daria Dietz, Ken Gebken, Debbie Humiston, Keri Jupka, Katie O’Connell, Theresa Perry

Minutes: The minutes from the September 20, 2012 meeting were approved without correction.

Announcements: This is the Staff Advisory Committee’s first webinar meeting.

Blue Santa attended today’s meeting to inform us of the next Toy Drive. The drive will take place on December 3rd and 4th. The party for the kids will be held on December 10th from 4:00 – 6:00pm at the Busch Student Center. It was noted that we collected 2,000 toys for area kids last year.

Sue Stevens indicated that there will be a new recognition program coming out shortly. Supervisors will be receiving this information via email very soon. Breakfasts for recognition of service years will now only take place for employees who have been here 10 or more years.

Sue Stevens announced that a Climate survey will be sent to SAC members within the next day or two. As a member of the Staff Advisory Committee, you are considered a critical point-of-contact in regards to issues that impact staff. You are being asked to provide feedback on staff’s perceptions of certain programs, systems, and other factors at the University. Your feedback will be shared with the University’s upper administration to facilitate open dialogue in regards to issues that matter most to staff. Your response will be completely anonymous.

Sue Stevens reminded everyone that Make a Difference day is scheduled for Saturday, October 27th. More volunteers would be welcomed.

The Cannonball picnic is scheduled for Monday, October 22nd from 11:30am – 1:30pm on the grounds of the new Medical Center Stadium located on the South end of campus.

Elisabeth King encouraged everyone to complete the Human Resource’s on-line customer service survey. She noted that this survey is completely anonymous.
The Caring Physician Award will be presented tomorrow in the hospital chapel at noon.

Food Day will be held next Wednesday, October 24\textsuperscript{th}, from 11am - 1pm at Gardens to Tables 3250 Rutger Street. The cost is $5.00 per person.

There was a round of applause to Father Biondi for extending our Christmas holiday with two additional paid days.

**Current Issues:** Dr. Manoj Patankar, Vice President for Academic Affairs and Ken Fleischmann, Vice President for Human Resources addressed the recent developments in University Governance. Dr. Patankar noted that they are working through the issues and Ken Fleischman indicated that there is nothing to be concerned about.

**Monthly Spotlight Presentation:** Elisabeth King, Benefits Manager: Elisabeth presented an update on health and dental insurance and retirement program.

There is no change in pharmacy benefits. Elisabeth noted that the University will not be going back to Walgreens Pharmacy. Employees can continue to use Target, Schnucks, CVS, Express Scripts, etc.

There will be an increase in insurance premiums. However, participation in the Wellness program will actually reduce the cost by a few dollars. Elisabeth also discussed the increase in out-of-pocket expenses and the increase in the deductibles for the Plus Plan as well as the high deductible plan.

Spouses of employees who are covered under health insurance plan must complete the vitality checks and the on-line health risk assessment. If this is not completed the employee/spouse will not receive the discounted health insurance rate.

Benefit eligibility for new hires will begin on the first day of the month following the date of hire. Thereafter, the termination date will then be end of month in which employment is terminated.

Detailed information regarding coverage, rates and deductibles can be found at HR.slu.edu under the benefits heading.

As of Jan. 1, 2013, the university will cover, at no cost to employees, generic contraceptives, including, but not limited to hormonal and barrier contraceptives.

No changes or increase in cost of dental insurance.

Elisabeth noted that we need to re-enroll in November for the Flexible Spending, Dependent Care and the Health Savings Accounts. There will be limit of $2,500 on Flexible Spending accounts in 2013.

As of December 3, 2012, TIAA-CREF will be the sole record keeper for the Saint Louis University 403b and 401a. All retirement contributions will be directed to TIAA-CREF with the December biweekly and monthly payrolls.
Employees will have a new investment menu, offering a wide variety of mutual funds from investment providers such as Vanguard, T. Rowe Price and TIAA-CREF. Starting Dec. 3, 2012, employees can also choose to open a self-directed brokerage account through TIAA-CREF through which employees can invest in over 5,000 mutual funds, including Fidelity. There is no additional cost to the participants for this service.

TIAA-CREF will provide all retirement services for the Saint Louis University Retirement Plan. All retirement plan participants will have access to individual investment advice from TIAA-CREF at no additional cost.

Employees with Fidelity 403b accounts will have their accounts frozen and will not be able to make new contributions to the accounts, though they will be able to continue to manage those accounts.

Fidelity 401a accounts will be mapped to TIAA-CREF in February, 2013.

Elisabeth noted that a retirement specialist has been hired, Debby Patton.

Reports:

Board of Trustees Committees

Academic Affairs: Michael Mueller discussed the topics at the recent Academic Affairs Committee Meeting.

He noted the development of the new College of Public Health and Social Justice.

Mr. Mueller also discussed the new Institutional ranking predictor tool that was built in-house to project US News Rankings.

Human Resources: Cyn Wise reported on the September 19, 2012 Human Resources Committee of the Saint Louis University Board of Trustees.

Vice President for Human Resources, Ken Fleischmann, began by giving a report summarizing the major activities of Human Resources for the last quarter of FY12, including:

Strategic Planning – HR completed a metrics index to measure progress in conjunction with the University’s strategic plan.

Benefits – TIAA-CREF was chosen to administer the University’s retirement plan, with an anticipated reduction in administrative fees to plan participants and reduced audit and overhead expenses to the University;

Payroll – timely completion of the I-9 form for on-boarding personnel was the subject of increased communication and training for several departments in particular, and the University as a whole.
Training and Communication – Jesuit colleges and universities participated in an on-line conference to discuss methods of incorporating mission into HR programs; and Process Improvement – a comprehensive review of existing HR policies was completed with an accompanying website update, as well as a major upgrade of the HR website itself, focusing on user-friendliness.

Mr. Fleischmann continued with an update of the Student Development Division’s Shared Services model. Benefits outlined would be improved controls, streamlined processes, improved customer service, and reduced cost for administrative services.

Other presentations to the Committee were:

- Strategic Plan by Ms. Heather Thornton;
- Leading with Distinction Program by Ms. Anna Beasley;
- HRIS – Business Intelligence by Ms. Patty Haberberger;
- HR Customer Service Initiative by Ms. Heather Thornton; and
- Benefits Update by Ms. Elisabeth King

Future meetings of the Board of Trustees Human Resources Committee will be December 12, 2012 and February 6, 2013.

**Next Meeting:** The next Staff Advisory Committee Meeting is scheduled for Thursday, November 15, 2012 and will be held at 12:00 - 1:15pm in DuBourg Hall - Sinquefield State Room - Room 409, 221 N Grand Blvd
Parking: Laclede Garage

**University Committees**

**Parking Issues:** Susan Torretta discussed the October 16th meeting of the Parking and Transportation Advisory Committee

Please see the attached minutes from this meeting.

**November’s Spotlight Presentation:** Will be presented by Father Biondi.

**Adjournment:** Sue Stevens adjourned the meet at 1:15pm

Submitted by,

Lin Cowick