SAINT LOUIS UNIVERSITY

STAFF ADVISORY COMMITTEE

MINUTES OF MEETING

April 19, 2012

CALL TO ORDER: Chair Cyn Wise @ 12:13PM


VISITORS: Therese Heidemann, Melissa Lassonde, Bettina Barrale, Kate Lochhead, Marjorie Jones, Ivy Cleveland, Anne Fann.

MINUTES: Review and approve minutes from the March 2012 meeting.

ANNOUNCEMENTS: Chair Wise began with an introduction of the 2012-13 Executive Board Members:

- Chair: Sue Stevens, Internal Medicine
- Chair Elect: Kathy Barbeau, Parks College
- Past Chair: Cyn Wise, Biology
- Recording Secretary: Lin Cowick, IM-Infectious Diseases
- Corresponding Secretary: Yvonne McCool, Nursing
- Membership Coordinator: Theresa Perry, Human Resources

Next meeting: Thursday, May 24, 2012 – 11:30-1:30. Will be the annual barbecue held at Simon Recreation Center, Downstairs. Suggested parking at the Laclede Garage.

Higher Learning Commission, which was formally introduced to SAC via Miriam Joseph and Steve Sanchez, will be at the University next week. The Executive Board has been requested for interview on Monday (April 23) afternoon. An open forum for all non-union staff will be held on Thursday (April 26), at the LRC Lecture Room B, from 4:30 pm until, there is no agenda. This is the way staff will be able to contribute to the commission and the accreditation of the University, everyone was encouraged to attend.

Cyn presented tokens of appreciation and heartfelt thanks to her executive board members, a complete surprise. She also mentioned that the Bring Your Dog to Work, initiative has not been approved by the VP of the Medical Campus. Also the PCC has approved this as policy, for one day a month on the first Wednesday beginning July 1, 2012.

COMMITTEE REPORTS:
Staff Advisory Sub-Committees-
   No Reports

University Committees-
   No Reports

Board of Trustee Committees-
   No Reports

MONTHLY SPOTLIGHT:

Jim Greathouse – HR Training, Overview of Skillsoft Training Environment.
Jim appeared in a hard hat, emphasizing the current and ongoing development of the SkillSoft arena. SkillSoft has been loaded for staff, only and can be located on the mySLU account. Once opened, a staff member can view all they have loaded into their plan, but there is also an area called assigned. In that assigned area would be anything department-wise requested for you to complete by a manager or director of your department.

My in-progress tab will show videos that have been viewed by the staff member, how much has been viewed with test scores. In the completed area is where one would look for and print certificates. Certificates may be set up to be sent directly to managers or directors upon completion. Jim stated there are several different ways items can be searched for books, titles, features, etc. Leadership advantage series were also encouraged to view the 4 minute videos of experts in different areas that will build personal and career development.

There is a live chat window available 24/7 that can be utilized by staff members for any questions or help. Mr. Greathouse had pamphlets that were passed out and offered to visit individual departments if further assistance was needed.

Sgt. Pat Signorino - DPSEP, Update on DPSEP Initiatives, Training and Safety Issues.
Pat opened with many humorous observations about SAC, gave an update of the AVP/Director of DPSEP and his humble beginnings in law enforcement.

DPSEP is about 100 members, patrolling on foot, bicycle, T-3, golf carts and patrol vehicles. The dispatch center just was completely overhauled and a must for all members to see. Dorms have liaison officers assigned to them, now that the security guards have been removed. SLURIDE was developed as a means to get around campus and is built on safety, as well as convenience working from 6:00PM until 12:00AM and sometimes later on the week-ends.

Jumpstarts and lockouts are another service provide to the University community, however the steering lock tools are now being provided via the Book Store. RAD, Rape Aggression Defense Training, new program offered to SAC members. This initiative gives participates information and training on defense and tactics to assist in recognizing and preventing assault type situations.

Sergeant talked about awareness in the offices, and to report things that or out of the ordinary. Most of the crimes are property thefts on the University campus. All items must be secured and out of site. You know when something or someone does not belong. Call DPSEP, right away! We are all responsible for our own safety!
The University became a Storm Safety Community with certifications from the National Weather Service within the last year. DPSEP is currently involved in a program called the American Red Cross Ready Rating, a first-of-its-kind membership program designed to help businesses, organizations and schools become better prepared for emergencies. Members join this free, self-paced program and complete a 123-point self-assessment of their level of preparedness to reveal areas for improvement. Currently the department has completed 118 steps of the program. Anticipation for completion of the program might be the end of this year. CPR and First-Aid training a combined class of $15.00 (8 hours) and CPR ($5.00 – 4 hours) is offered through DPSEP. The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. This is still being offered twice a year, for 9 weeks. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community. The training helps one to take care of themselves and others.

Like any good system, RAVE relies on people and the ability to reach people though RAVE still depends heavily on having current contact information. As part of the ongoing effort of the Department of Public Safety and Emergency Preparedness, in conjunction with Information Technology Services, University Marketing and Communications, Student Development, the Registrar's Office, the Staff Advisory Committee and the Faculty Senate, everyone at SLU is encouraged to become part of the Emergency Alert Notification System. A test will be conducted on Monday. Digital signage will be going up at various locations on campus, Med. School, SON, Allied Health, Pius, Xavier, McDonald Douglas, all dorms and more… Co-ordination with the outside siren systems, pop-ups for computers and lecture halls are underway.

There is a calendar link to all of the training offered at DPSEP – DPSEPtraining@slu.edu for more information.

Questions about drills for buildings, hours of operation for SLURide, mass messages and individual building messages via RAVE were answered.

Tracy Connors – HR Benefits, Dependant Audit & UHC’s Health Care Cost Estimator.
The dependant audit was conducted to remove the possible 4-8% of members that are not legitimate dependents to be on the University plan. Documents requested were tax statements, marriage certificates, birth certificates, household bills and others for proof that members are legitimate dependants. Our benefit premiums are affected by what we spend on services and directly related to claims spent. All members of the University community that receives health care with dependant coverage were notified of this audit. The University used a company (HMS) for security measures for all documents received for the protection of identity theft. Once done all documents will be shredded. At this point no figure has been received on the savings for this audit.

On the United Health Care web site, there is a My Health Care Cost Estimator, assisting us in becoming educated consumers. You can enter your zip code, the type of procedure and the system will give you a list of participants/facilities/physician and costs associated with that type of procedure. This will help us all to make some decisions in the amount of money spent for services. BJC is not currently on the list for cost information, but UHC is working with them to get this information out there. Good information for those on the high deductible plans with more out of pocket expenses.
Presentation – 2nd Annual Joyce Huelsmann Award:

Susan Torreta
Administrative Assistant
Psychiatry
SAC Parking Issues Committee

A plaque will be presented (not ready yet) at the SAC barbecue for Susan and Carolyn Mulhall, last year’s winner.

The shoe drive is underway and location drop-offs are throughout campus. We were reminded we are in competition with Washington University.

NEXT MEETING:

Annual SAC Barbecue - Thursday, May 24, 2012
11:30AM-1:30PM
Simon Recreation Center
Downstairs
Parking – Laclede Garage

ADJOURNMENT: The meeting was adjourned at 1:15 P.M.

Submitted by
Jacqueline A. Jackson, Recording Secretary