AGENDA

SLU Business Manager Meeting
June 12, 2014
Young Hall
9:00a.m.-10:30a.m.

1) Announcements – Allison Grapperhaus
   • Sign in Sheets – Attendance is important!
   • Who’s New?
   • Future Business Manager Meetings
     ➢ Solicit input to enhance/expand meeting topics
     ➢ agiger@slu.edu or 7-239

2) Aramark – Concepts and Campus Dining Program - Shane Klaas


4) Introduction to the HRIS Team and VERP – Kristy Runge
Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, March 13, 2014 at Young Hall.

Business & Finance Staff Present:

Bruce Andres   Allison Grapperhaus   Lisa Zoia
Anne Becker   Crystal Hall
Ellen Borowiak   John Koenig
Brianye Burcke   Janet Strader
Sharon Gajewski   Stewart Wirth

Attendance: 77  
Number of Guests: 4  
Number of Business and Finance Representatives Present: 11

Allison Grapperhaus welcomed everyone to the meeting and went over the agenda.

Discussion of Future Business Manager’s Meetings:

- Contact Allison Grapperhaus (agiger@slu.edu) or Brianne Burcke (briley1@slu.edu) with suggestions and or/ideas for the meetings going forward.

Shane Klaas (Aramark) –Concepts and Campus Dining Program (the presentation can be found following the minutes):

- Aramark is the University’s new food vendor, replacing Chartwells.
  - Aramark re-hired 200 employees from Chartwells (roughly 98%)
- The new vision for Residential Dining consists of:
  - Upgrade in food quality and variety creating a total transformation.
- New restaurants in BSC:
  - Red Mango
  - Panda Express
  - Topios
  - Saint Louis Bread Co
  - The Billiken Club & Grill
    - A new “Sports Bar” for the University (replacing Salsaritas)
- 2014 – 2015 Meal Plans
  - Residence Hall Meal Plan:
    - SLU Blue Plan
      - Unlimited Meals per Week + $100 Flex
• Traditional Plan
  • 215 Meals per Semester + $130 Flex
• Various other Plans are offered.
  o Commuter & On Campus Apartment Meal Plan:
    • Express Flex Plan
      • 5 All You Care to Eat + $150 Flex: $200
    • Unlimited Flex Plan
      • 10 All You Care to Eat + $300 Flex: $400

**Jim Spellman (Jeanne Clery Disclosure of Campus Security Policy) – DPS (the presentation given can be found following the minutes):**

• Jeanne Clery- College student raped and murdered April 5, 1986 while in her residence hall. This event led to national awareness of campus crime and now known as Federal Jeanne Clery Act administered and enforced by Dept of Education under Title IV.

• Scope of the Act
  o Mandated Policies
  o Res Hall Fire Safety and Incident Disclosure
  o Timely Warnings and Emergency Notifications
  o Crime Disclosures

• Annual Disclosure Requirements and Ongoing Disclosure Requirements
  o Published by October 1st of each year
  o Must notify each member of the community individually of its availability
  o Presents summary crime statistics for the most recently closed three calendar years.

• Ongoing
  o Public Daily Crime Log
    ▪ Information about each criminal incident (regardless of how minor)
  o Timely Warning
    ▪ Clery Act crimes the facts of which indicate a serious and continuing threat
  o Emergency Threat
    ▪ Immediate notification of a confirmed, current or imminent, significant emergency or dangerous situation

• New Policies Mandated by Amendments to the Violence Against Women Act

• Defining University Geography
  o On Campus
  o Public Property
  o Non- Campus Locations
    ▪ Any building or property owned or controlled by a student organization that is officially recognized by the institution
    ▪ Any location that:
      • Is owned or controlled by the Institution
• Supports or is used for the Institution’s Educational purposes
• Is frequently used by Students
• Is not considered part of the Core Campus

• Gathering Crime Data for Disclosure
  o Public Safety Reports
  o Crimes Reported to any CSA
  o Good Faith effort to obtain data from Local Law Enforcement Jurisdictions
  o Disclose Incidents Reported even if an Accident cannot be Confirmed

Kristy Runge & Amelia Arnold (HRIS) –Introduction to the HRIS Team and VERP

• Human Resources Information Systems (HRIS) Team
  o Amelia Arnold – HRIS Associate & HRIS Approver
  o Megan Mitchell – Metrics and Reporting Analyst/Banner Security Access
  o Jeanna Murphy- HRIS Analyst/ Proxy for HRIS Approver
  o Kristy Runge- HRIS Manager & EPAF Applier

• End Job EPAFS (7ENDJB)
  o If an employee taking the VERP has a secondary or Overload position, an End Job EPAF needs to be completed for each additional position
  o End Job EPAFs need to be submitted prior to the VEPR Termination EPAF
  o Query date of 06/30/2014 is required as well as Comments stating the employee is taking the VERP

• Termination EPAF (7TRMBE)
  o Primary position needs to be ended with a Termination EPAF (7TRMBE)
  o Enter Banner ID and Query Date of 06/30/2014
  o All dates should reflect 06/30/2014
  o Job Change Reason – UV, VERP
  o Term Reason Code- VR, VERP
  o Comments should state employee has elected the VERP

• Time Approvers taking the VERP
  o Business Managers/Department Heads need to email timeq@list.slu.edu and request their department’s current approval queue to determine changes.
  o Include the “Subject Line” the Department Number (Orgn) you are reviewing.

• Instructions for a security request are available on the EPAF Help Site.
DineSLU
Transformation
A New Branded Look
Residential Dining Halls

VISION

SHORT TERM

Dramatically upgrade food quality & variety

Feature more MFY selection; Exhibition Style Cooking

Clean, Paint & Merchandise

LONG TERM

Total Transformation!!!
Retail Dining

RETAIL TRANSFORMATION

Busch Student Center

The Bean → red mango

Grand Market → Chick-fil-A

Au Bon Pain → Saint Louis Bread Co.

Salsaritas → Billiken Club & Grill
Retail Dining

RETAIL TRANSFORMATION

- Fusz
- Pius Library
- Clemons
- CGC

Brand Logos:
- P.O.D. Market
- Subway
- Jamba Juice
- Qdoba Mexican Grill
- Grille Works
- Einstein Bros. Bagels
- Starbucks
- The CAFE
Retail Dining

RETAIL TRANSFORMATION

Health Science → union café
Cook Business → ameren café
SLU Law → THE DOCKET
Salus / Doisey → GRILLE WORKS, P.O.D. EXPRESS
Fusz Hall
Renderings
Busch Student Center

Renderings

Billiken Club & Grill

Topio's

Chick-Fil-A
“The Focus Was On Using A Natural A-Material Palette Colors You Would Find In Nature ...accented With The SLU Blue”
2014 – 2015 Meal Plans

Residence Hall Meal Plan:

**SLU Blue Plan**
Unlimited Meals Per Week + $100 Flex

**Traditional Plan**
215 Meals Per Semester + $130 Flex

**Spirit Plan**
150 Meals Per Semester + $350 Flex

**Saint Plan**
125 Meals Per Semester + $480 Flex

**Billiken Flex Plan**
$1450 Flex (1st Year Students not Eligible)

Commuter & On Campus Apartment Meal Plan:

**Express Flex Plan**
5 All You Care To Eat + $150 Flex: $200

**Ultimate Flex Plan**
10 All You Care To Eat + $300 Flex: $400
**Dine! SLU 2014-2015 Meal Plans**

With a meal plan you have value, variety & convenience. It’s flexible and works right with your schedule. Saint Louis University meal plans provide you with flexibility and convenience by offering a semester meal management program.

**When you purchase a meal plan, you get:**

1. Credit for a certain amount of full access meals at "residential restaurants" on campus 7 days a week.
2. Specified combination meals will be available after 5p.m. at the Billiken Club & Grill, Subway, Grille Works, and Qdoba Mexican Grill in exchange for one residential meal swipe.
3. Flex Dollars that you can spend at other campus cafes, restaurants and convenience stores. Plus, you can add Flex at any time.

### Residence Hall
Residence Halls: Reinert, Marguerite, Pruellage, Griesedieck, Clemens, Walsh, Fusz, and DeMattias

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<th>Plan</th>
<th>Description</th>
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| **SLU Blue Plan** | • Unlimited meals per week  
                     • Includes $100 Flex  
                     • $100 premium cost for this plan |
| **Tradition Plan** | • 215 meals per semester  
                         • Includes $130 Flex |
| **Spirit Plan** | • 150 meals per semester  
                        • Includes $350 Flex |
| **Saints Plan** | • 125 meals per semester  
                        • Includes $480 Flex |

### Billiken Flex Plan
- Includes $1,450 Flex
- First year students are not eligible for this plan

### Campus Apartment and Commuter
Campus Apartments: The Flats at 374, The Village, Marchetti East and West, and Grand Forest

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<th>Plan</th>
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| **Express Flex Plan** | • 5 All-You-Care-To-Eat Meals  
                           • $150 Flex  
                           • Price: $200.00 |
| **Ultimate Flex Plan** | • 10 All-You-Care-To-Eat Meals  
                           • $300.00 Flex  
                           • Price: $400.00 |

**Food Courts & Snack Bars - Residential Restaurants - Cafes & Coffeehouses - Diners & Casual Restaurants**
Jeanne Clery

- Raped and murdered April 5, 1986, while in her residence hall
- Led to national awareness of campus crime
- Federal Jeanne Clery Act
- Administered and enforced by Dept. of Education under Title IV
SCOPE OF THE ACT

MANDATED POLICIES

CONFORMANCE TO SAME IN PRACTICE

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

CRIME DISCLOSURES

DEFINITION OF REPORTABLE “GEOGRAPHY”

ADMINISTRATION AND TRAINING OF CAMPUS SECURITY AUTHORITIES

RES. HALL FIRE SAFETY AND INCIDENT DISCLOSURE

ONGOING DISCLOSURE BY CRIMINAL INCIDENT & ANNUAL REPORTING OF SUMMARY STATISTICS
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

ANNUAL DISCLOSURE REQUIREMENTS

AND

ONGOING DISCLOSURE REQUIREMENTS
ANNUAL SECURITY AND FIRE SAFETY REPORT

• PUBLISHED BY OCTOBER 1ST OF EACH YEAR
• MUST NOTIFY EACH MEMBER OF THE COMMUNITY INDIVIDUALLY OF ITS AVAILABILITY
• ALL MANDATED POLICIES
• PRESENTS SUMMARY CRIME STATISTICS, AND RELATED DEFINITIONS, FOR THE MOST RECENTLY CLOSED THREE CALENDAR YEARS
• ALSO INCLUDES FIRE SAFETY INFORMATION AND FIRE-INCIDENTS FOR RES. HALLS

ALSO SUBMIT CRIME AND FIRE STATISTICS TO DEPT. OF ED VIA WEB COLLECTION FACILITY
ANNUAL SECURITY AND FIRE SAFETY REPORT

SUMMARY STATISTICS FOR:

• MAJOR CRIMES (CLERY ACT CRIMES)
• MAJOR AND CERTAIN MINOR CRIMES COMMITTED WITH BIAS
• ARRESTS OR REFERRALS FOR ALCOHOL, DRUG, OR WEAPONS VIOLATIONS
• ADDED WITH VAWA AMENDMENT: DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING
ONGOING

PUBLIC DAILY CRIME LOG: INFORMATION ABOUT EACH CRIMINAL INCIDENT, NO MATTER HOW MINOR:
Newslink → Public Safety → Crime Alerts & Crime/Fire Log

TIMELY WARNING: CLERY ACT CRIMES THE FACTS OF WHICH INDICATE A SERIOUS AND CONTINUING THREAT

EMERGENCY NOTIFICATION: IMMEDIATE NOTIFICATION OF A CONFIRMED, CURRENT OR IMMINENT, SIGNIFICANT EMERGENCY OR DANGEROUS SITUATION
MANDATED POLICIES

- COMPOSITION and AUTHORITY of PUBLIC SAFETY DEPT.
- INCIDENT REPORTING and RESPONSE PROCEDURES
- EMERGENCY RESPONSE, EVACUATION, NOTIFICATION
- TIMELY WARNING PROCEDURES
- SECURITY OF CAMPUS FACILITIES, CONTROLLING ACCESS
- SECURITY CONSIDERATIONS IN MAINTENANCE
- SAFETY & SECURITY EDUCATION/PREVENTION PROGRAMS
- ALCOHOL & DRUG POLICIES
- CRIME DISCLOSURE PROCESSES
- MISSING STUDENTS
- SEXUAL ASSAULT POLICIES
- FIRE- SAFETY RELATED
- SEX OFFENDER REGISTRY
NEW POLICIES MANDATED BY AMENDMENTS TO THE VIOLENCE AGAINST WOMEN ACT

WITH RESPECT TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING:

• AWARENESS & PREVENTION CAMPAIGNS FOR STUDENTS AND EMPLOYEES
• REPORTING AND INSTITUTIONAL RESPONSE PROCEDURES
• SAFE & POSITIVE OPTIONS FOR BYSTANDER INTERVENTION
• INFORMATION ON RISK REDUCTIONS

ACCORDING TO CLERY CENTER FOR SECURITY ON CAMPUS:
“MOST DRAMATIC EXPANSION TO SEXUAL VIOLENCE REPORTING AND POLICY SINCE 1992”
THE ACT: HIGH-LEVEL OVERVIEW

- MANDATED POLICIES
  - CONFORMANCE TO SAME IN PRACTICE
  - RES. HALL FIRE SAFETY AND INCIDENT DISCLOSURE
- TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS
- CRIME DISCLOSURES
  - DEFINITION OF REPORTABLE "GEOGRAPHY"
  - ADMINISTRATION AND TRAINING OF CAMPUS SECURITY AUTHORITIES
  - ONGOING DISCLOSURE BY CRIMINAL INCIDENT & ANNUAL REPORTING OF SUMMARY STATISTICS
DEFINING UNIVERSITY GEOGRAPHY

ON-CAMPUS
SUBSET: RES. HALL

PUBLIC PROPERTY

NON-CAMPUS LOCATIONS
SEGMENT OF FROST CAMPUS
NON-CAMPUS LOCATIONS

TWO TYPES DEFINED IN THE ACT

FIRST TYPE

Any building or property owned or controlled by a student organization that is officially recognized by the institution;
NON-CAMPUS LOCATIONS

SECOND DEFINITION

ANY LOCATION THAT:

• IS OWNED OR CONTROLLED BY THE INSTITUTION;
• SUPPORTS OR IS USED FOR THE INSTITUTION’S EDUCATIONAL PURPOSES;
• IS FREQUENTLY USED BY STUDENTS; AND
• IS NOT CONSIDERED PART OF THE CORE CAMPUS.
CAMPUS SECURITY AUTHORITIES (CSAs)

A CLERY-SPECIFIC TERM THAT ENCOMPASSES A NUMBER OF DIFFERENT PEOPLE AND DIVISIONS - NOT JUST PUBLIC SAFETY

“THE FUNCTION OF A CAMPUS SECURITY AUTHORITY IS TO REPORT TO THE OFFICIAL OR OFFICE DESIGNATED BY THE INSTITUTION TO COLLECT CRIME REPORT INFORMATION, . . . , THOSE ALLEGATIONS OF CLERY ACT CRIMES THAT HE OR SHE CONCLUDES WERE MADE IN GOOD FAITH.”
CAMPUS SECURITY AUTHORITIES (CSAs)

PUBLIC SAFETY

PERSONNEL WITH SECURITY-ORIENTED FUNCTIONS

PEOPLE/OFFICES/DEPTs. IDENTIFIED IN POLICIES

FUNCTIONS WITH SIGNIFICANT RESPONSIBILITY FOR STUDENT OR CAMPUS ACTIVITIES BEYOND THE PURELY ACADEMIC
GATHERING CRIME DATA FOR DISCLOSURE

PUBLIC SAFETY REPORTS

CRIMES REPORTED TO ANY CSA

GOOD FAITH EFFORT TO OBTAIN DATA FROM LOCAL LAW ENFORCEMENT JURISDICTIONS

DISCLOSE INCIDENTS REPORTED EVEN IF AN INCIDENT CAN NOT BE CONFIRMED
CLERY ACT CRIMES

- MURDER AND NON-NEGLIGENT MANSLAUGHTER
- NEGLIGENT MANSLAUGHTER
- FORCIBLE SEX OFFENSES
- NON-FORCIBLE SEX OFFENSES
- ROBBERY
- AGGRAVATED ASSAULT
- BURGLARY
- MOTOR VEHICLE THEFT
- ARSON
TIMELY WARNING
CAMPUS SECURITY AUTHORITIES
NON-CAMPUS LOCATIONS

JIM SPELLMAN
CLERY ACT COMPLIANCE COORDINATOR
314-977-7129   jspellma@slu.edu
HRIS Team and VERP EPAFs
Human Resources Information Systems (HRIS)

- Amelia Arnold
  HRIS Associate
  HRIS Approver

- Jeanna Murphy
  HRIS Analyst
  Proxy for HRIS Approver

- Megan Mitchell
  Metrics and Reporting Analyst
  Banner Security Access

- Kristy Runge
  HRIS Manager
  EPAF Applier
End Job EPAFs (7ENDJB)

• If an employee taking the VERP has a Secondary or Overload position, an End Job EPAF needs to be completed for each additional position

• End Job EPAFs need to be submitted prior to the VERP Termination EPAF
End Job (7ENDJ B)

• Enter the Banner ID and **Query Date of 06/30/2014**
• Select the Secondary/Overload position
• Enter **06/30/2014** for Personnel Date
• Comments need to state employee is taking the VERP
Termination EPAF (7TRM BE)

- Primary position needs to be ended with a Termination EPAF (7TRM BE)
- Enter the Banner ID and **Query Date** of **06/30/2014**
- Select the Primary position to terminate employment
7TRMBE (Continued)

• **All** of the dates on this EPAF should reflect **06/30/2014**
• “Job Change Reason” is **UV, VERP**
• “Term Reason Code” is **VR, VERP**
• Comments should state employee is taking the VERP
Time Approvers taking the VERP

• Business Managers/ Department Heads need to email timeq@list.slu.edu and request their department’s current approval queue to determine changes.

• Include in the “Subject Line” the Department Number (Orgn) you are reviewing.
EPAF Originators/EPAF Approvers taking the VERP

• Business Managers/Supervisors need to submit a security request for a new EPAF Originator/Approver.
• Instructions for a security request are available on the EPAF Help Site.
Questions?