AGENDA

SLU Business Manager Meeting
August 9, 2012
Busch Student Center
Wool Ballroom Section 170
9:00a.m.-10:30a.m.

1) Announcements – Allison Grapperhaus
   • Sign in Sheets – Attendance is important!
   • June, July and August What’s New?
   • Who’s New?
   • Future Business Manager Meetings
     ➢ Solicit input to enhance/expand meeting topics
     ➢ agiger@slu.edu or 7-2393

2) ITS Risk Assessment – Dave Reddick and Kitty Berra (ITS)

3) Retirement Plan & Long Term Care Plan Update – Elisabeth King (Benefits & Compensation)

4) Onboarding and I-9 Compliance – Ellen Harmon and Justin Walker (Human Resources)
Business Manager Meeting

Minutes of the Meeting of August 09, 2012

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, August 9, 2012 at Busch Student Center (Wool Ballroom Section 170).

Business & Finance Staff Present:

Anne Becker  Teri Monken
Laura Forhan  Janet Strader
Sharon Gajewski  Elizabeth Winchester
David Grabe  Lisa Zoia
Allison Grapperhaus
Jeff Hovey
John Koenig

Attendance: 105
Number of Guests: 3
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) with suggestions and or/ideas for the meetings going forward.

Dave Reddick and Kitty Berra (ITS) –ITS Risk Assessment (the presentation given can be found following the minutes):

- Annual survey that will need to be completed and scheduled to go out in the next 2 weeks
- There will be 120 Business Managers as well as any additional staff who oversees specific functions surveyed to review what sensitive data SLU has, where it was, what we do with it and how we protected it.
- This year ITS has combined the survey to one (rather than two), it will have fewer questions and will be web-based for ease of use.
- The findings of the survey will be made available to the executive staff and reported to the Board.
- Contact Nick Lewis (nlewis10@slu.edu), Kitty Berra (kberral@slu.edu) or David Reddick (dreddick@slu.ed) for questions.
  - Question: Can the survey be printed to consult others in the department?
  - Answer: Yes, but the survey must be completed online.
Elisabeth King (Benefits and Compensation) – Retirement Plan and Long Term Care Plan Update (the presentation given can be found following the minutes):

- The Saint Louis University Retirement Committee has endorsed TIAA-CREF as the University’s sole record keeper for the SLU Retirement Plan.
- As of December 1, 2012, any contracts with Fidelity will be frozen
  - Employees may transfer their Fidelity funds to the new contracts with TIAA-CREF.
- Wellness Fairs
  - 2012 Fairs will take place October 2nd and October 4th
  - Postcards will be used to take attendance for the Vitality Points as well as give credit for the vaccine provided by Employee Health.
- Genworth Long Term Care Insurance
  - Open Enrollment will take place September 5th through September 28th
    - Letters will be sent to employees in early September.
    - There will be two open forums available:
      - September 11 at LRC (aud B)
      - September 12 at BSC (Rm 251)

Ellen Harmon and Justin Walker – (Human Resources) – Onboarding and I-9 Compliance (the presentation given can be found following the minutes):

- MOVE Committee will be presenting the Biggest Loser Contest
  - Starts September 4th and last weigh in is December 3rd
    - Winners will receive a free class of their choice at Simon Rec Center.
- There are several tasks that are to be completed prior to first day of employment at Saint Louis University:
  - Criminal Background Check
  - I-9 Form
  - Direct deposit and tax forms
  - If necessary, pre-employment health screening
- Non Employees at SLU are considered:
  - Voluntary Faculty
  - Volunteers
    - University Scholars
    - Research Observation and visiting scientists
- I-9 Enforcement
  - INS was dissolved March 2003 with the creation of the Department of Homeland Security on US Citizenship and Immigration Services (USCIS)
- Fines imposed on the University for Tax and I-9 Violations with come out of Department Budgets as well as possible corrective action for manager or individuals responsible for violation.
IT Risk Assessment and Business Impact Analysis

Building on our strengths and improving our processes to protect Saint Louis University
IT Risk Assessment and Business Impact Analysis

Historically we undertook two separate studies

• Annual paper and interview-based assessment to review what sensitive data we have, where it was, what we do with it and how we protected it

• Periodic look at IT-related activities
  – What technology they rely on
  – Who relies on them
IT Risk Assessment and Business Impact Analysis

Efforts are being combined and streamlined.

• Fewer questions
• One survey instead of two
• Web-based survey designed for ease of use
Who is being surveyed?

120 business managers and others who oversee specific functions. (List obtained from VP offices)

What is being asked?

• Are your IT assets secure?
• Do you handle sensitive data?
• Have you had any IT security incidents in the past two years?
IT Risk Assessment and Business Impact Analysis -- Questions

When will the survey be sent?

Awaiting final approval from University executives. (Expect it will be mid-August)

What if I don’t know the answer?

Distributed IT staff has been alerted to provide support for technical questions
IT Risk Assessment and Business Impact Analysis -- Questions

What happens to the findings?
Results will give ITS comprehensive and current information on the risks we face, point to steps we should take to improve and allow for the prioritization of recovery efforts

Will the results be shared?
General findings will be made available to the executive staff and reported to the Board
Contacts

• Nick Lewis, 977-1786, nlewis10@slu.edu
• Kitty Berra, 977-6557, kberra1@slu.edu
• David Reddick, 977-2331, dreddick@slu.edu
Retirement Vendor Consolidation

The Saint Louis University Retirement Committee has endorsed TIAA-CREF as the University’s sole record keeper for the SLU Retirement Plan and the Executive Committee has approved it.

As of December 1, 2012, all employee and employer contributions will be directed to TIAA-CREF. Contracts with Fidelity will be frozen, though employees may transfer their Fidelity funds to the new contracts with TIAA-CREF.
2012 Wellness Fairs

• The 2012 Wellness Fairs will take place on Tuesday, October 2 and Thursday, October 4.

• Managers on the Health Science Campus are asked to be sure to distribute the postcards to their employees as these will be used to take attendance for Vitality Points, as well as giving credit for the influenza vaccines that will be given by Employee Health.
Genworth Long Term Care Insurance

- Open Enrollment for the new Genworth Long Term Care insurance will take place September 5 through September 28. Letters will be sent to employees in early September.

- Open forums will take place on:
  - Tues., September 11, 9:00 a.m. and 1:00 p.m., LRC Aud. B
  - Wed., September 12, 9:00 a.m. and 1:00 p.m., BSC Rm 251
Employment Compliance Tips – Focus on Recruitment and On-Boarding Processes

Presented by: Justin Walker and Ellen Harmon
Steps for Onboarding

Depending on the employee’s position at Saint Louis University, they are expected to complete several tasks prior to beginning work:

• A Criminal Background Check (CBC),
• Employment Eligibility Verification (Form I-9), and
• Direct deposit and tax forms.
• Some positions will require a pre-employment health screening.
• HR will provide the new hire with a list of required pre-employment tasks.
Common Types of Employees

- New full-time and part-time employees
- Internal Transfers
- Faculty
- Graduate Assistants
- Student Workers
Non-Employees at SLU

- Voluntary faculty
- Volunteers
  - University scholars
  - Research observation and visiting scientists
New FT and PT Employees

On-boarding process

- CBC for ALL
- Employee health for anyone having patient and/or high student volume contact and according to labor contracts
- Direct deposit and tax forms for ALL
- I-9 forms for ALL
Internal Transfers

• Two ways to transfer jobs:
  – Position Justification and Classification Form
  – Requisition required for PT to FT transition and new positions

• Employee has to be in position for at least six (6) months prior to transfer request

• Transferring from academic to medical and/or high student volume – health screening is required

• Existing employees do not need to complete a new I-9 with transfer

• PT to FT transitions qualify the employee for healthcare insurance, new benefit forms required
Student Workers

Student positions should be posted through SLU Career Services (not HR)

– No CBC required
– Employee health check required for:
  • Students working on the medical campus and at DRC
  • Resident hall coordinators
– Required to fill out tax and I-9 forms (if no prior student worker job at SLU)
I-9 Enforcement

• INS was dissolved 3/1/2003 with creation of the Dept. of Homeland Security on US Citizenship and Immigration Services (USCIS)

  – USCIS handles documentation of aliens/immigrants and I-9 verification

• US Immigration and Customs Enforcement (CIS) investigates and enforces immigration laws
Civil Enforcement

- Previous focus was on the individual – leading to deportation
- Current focus is on the employer and management
- There may be criminal charges
- Random audits and inspections of I-9s
Civil Penalties

Incorrect I-9s:
• $110-$1,100 per error

Unauthorized workers:
• $375-$3,200 first offense
• Up to $16,000 per unauthorized worker hired for subsequent offenses

Criminal Enforcement:
• Up to 6 months for hiring unauthorized workers
• Up to 5 years for hiring >10 unauthorized workers
• Up to 5 years for falsifying an I-9
Office of International Services (OIS)

- OIS helps international employees and scholars with assuring they have proper visa status.
- The department should consult the OIS to begin the paperwork for processing a visa document or a visa petition.

Four months is not too early to begin any type of visa application.
Department Responsibility: Tax and I-9 Violations

- Fines imposed to the university will come out of department budgets
- Possible corrective action for manager or individuals responsible for violation
- Managers/individuals may not be protected by the University if they fail to follow HR guidelines by allowing an individual to begin work prior to completion of the necessary paperwork
Volunteers/Observers

- Volunteer forms found on HR website tab for “Forms and Resources” under “Volunteers”
- Volunteer Onboarding Checklist
- CBCs for individuals with unsupervised contact with patients/students and/or access to confidential materials
- Employee health for those on the medical campus
- Paperwork is required for new volunteers/observers except voluntary faculty
  - Certain visa status may/may not allow an individual to be a volunteer
  - Voluntary faculty handled by offices of VP for Academic Affairs and VP Medical Affairs
Questions?

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