AGENDA

SLU Business Manager Meeting
February 14, 2013
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 7-2393

2) The Basics of Single-Stream Recycling – Brandon Verhoff and Kelley Krejnik (Service Operations)

3) University Online Performance Evaluations – Patty Haberberger (Consulting and Client Services)
Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, February 14, 2013 at Young Hall.

Business & Finance Staff Present:

Bruce Andres  Allison Grapperhaus  Stewart Wirth  
Anne Becker  Dave Heimburger  Lisa Zoia  
Ellen Borowiak  Jeff Hovey  
Brianne Burcke  Janet Strader  
Sharon Gajewski  Todd Vodnansky  
Dave Grabe  Elizabeth Winchester

Attendance: 93  
Number of Guests: 1  
Number of Business and Finance Representatives Present: 14

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.

Brandon Verhoff & Kelley Krejnik (Service Operations) –The Basics of Single-Stream Recycling (the presentation given can be found following the minutes):

• There is an increase of blue recycle bins located on Saint Louis University campus in order to encourage faculty/staff to recycle.  
  o Most of what we throw away is actually recyclable  
  o There is just one receptacle for all recyclables (no need to separate).  
• Recycling protects resources and saves the University money.  
• SLU’s goal this year is to send at least 30% of our waste to recycling plants instead of landfills.  
• We are participating in STARS (rating system) and currently a Bronze status working our way to silver.  
• What is single-stream recycling: All recyclables go together in the same receptacle or bin. There is no need to sort or separate.  
• It cost more to have trash removed from our campus than the blue recycling receptacles.  
• Annual Events:  
  o August – Move in  
  o October – Campus Sustainability week  
  o November – National Recycling Week
February & March– Recyclemania
May – Move out

**Question:** It doesn’t appear the custodians are emptying the recycle bins in appropriate containers, but in same place as the regular trash. Has this been addressed? Yes, previously custodians carried two separate trash bags one for trash and one for recycle in one barrel. It appeared as though all was going in the same place. They are now trying to implement two separate barrels to distinguish the trash pick-ups.

Patty Haberberger (HR) – University Online Performance Evaluations & Market Study (the presentation given can be found following the minutes):

- A market study was completed by Lockton who met jointly with HR and all VP’s to determine staff benchmark position for their divisions.
- Positions were slotted in appropriate pay grade based on market median.
- Executive Staff meeting scheduled next week to discuss:
  - Proposed salary schedule
  - Market analysis
  - 4% Compensation pool distribution (possible multi-year plan)
  - Vacant positions
  - FY14 salary guidelines
- Performance evaluations are due to HR by March 1
- SLU Performance Evaluations Rating Definitions:
  - The University needs to re-evaluate the current performance ratings of:
    - Below Expectations
    - Meets Expectations
    - Exceeds Expectations
    - Outstanding
  - The last two years 70% of performance evaluations were rated at exceeds or outstanding.
    - Generally speaking, the majority should “meet” and few should fall above or below. If more than 10-20% of employees are above meets this is disproportionate.
- Some annual evaluations were never completed. This means that these employees did not receive a performance score for that year and affects their salary analysis. Please make sure all evaluations are completed.
- **Question:** Will there be further clarification of the 4% compensation pool? HR will send out a better explanation of the merit/compensation pool once amounts are approved by Executive Staff.
- **Question:** Has HR thought about adding another rating between “exceeds” and “outstanding?” SLU’s current rating system is something that needs to be re-evaluated whether to remove or add additional ratings.
Green Billikens, remember...

**MOST** – most of what you throw away is recyclable;

**ONE** – use one receptacle for all recyclables;

**BLUE** – throw recyclables into blue receptacles.
SLU Recycles!
The basics of single-stream recycling at Saint Louis University.
Why bother to recycle?

Protect resources.  Save money.

Waste & Recycling Expenses

Recycling cuts waste collection costs at SLU by 18% which means tens of thousands of dollars in annual savings.

Need some more convincing that it's worth it?
Check out this EPA site that shows you what we gain from what we recycle.

http://www.epa.gov/waste/conserve/tools/lwarm/widgers/lwmrtail.html?widget.appid=44 652102-b16c-48bd-b964-551e6fa0e141&widget.regid=a75a6a84-e355-4492-9052-3edca662b85&widg
SLU's Goal:

STARS wants to help us with our "waste diversion" which simply means changing the course of our waste.

Instead of sending all of what we throw away to a landfill where it can pollute the soil, air, and water, we find other routes for it. Hence, recycling.

Our goal this year is to send at least 30% of our waste to recycling plants instead of landfills.
Our goal this year is to send at least 30% of our waste to *recycling plants* instead of *landfills*.

**SLU's Waste Diversion Goal**

What happens to what we throw away?

- **Recycling**: 30%
- **Landfill**: 70%
Be sustainable.

SLU is participating in STARS, a rating system to help us become a more sustainable campus. We are currently a Bronze university working towards a Silver.

Check out STARS online: https://stars.aashe.org/
https://stars.aashe.org/institutions/

Sustainability supports the Mission of Saint Louis University.

"The Mission of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity...."

In support of its mission, SLU...

..."fosters programs that link University resources to local, national and international communities in collaborative efforts to alleviate ignorance, poverty, injustice and hunger; extend compassionate care to the ill and needy; and maintain and improve the quality of life for all persons."

..."wisely allocates its resources to maintain efficiency and effectiveness in attaining its mission and goals."

People - Planet - Profit
Social - Environmental - Economic

The Three Spheres of Sustainability

Adapted from the 2002 University of Michigan Sustainability Assessment
What is Single-Stream (Mixed) recycling?

All recyclables go together in the same receptacle or bin. There is no need for you to sort or separate.

Print a poster or put it on the desktop of your computer as a handy reminder of what you can recycle.

Check out this video to learn more.
What can I recycle?

Paper

Metal

Plastic

Glass
"If you've used it up you can toss it in."

You don't have to do a separate rinse, but food and liquid contaminates recycling, so make sure your containers are as empty and dry as is reasonable before recycling them.

Recycling = >95%

Contaminants = <5%

Trash/Food/Liquid/Styrofoam

5% or less
Keep food and liquid to a minimum.
Where?

Where do I put my recycling?

Recycling receptacles on SLU, whether they’re in an office, hallway, or by a sidewalk are blue. Recycling dumpsters have yellow lids. Wow! You know what happens when you mix blue and yellow? You get GREEN!

Yeah, that’s kinda silly, but you’ll remember that now!
Recycling
- Paper
- Plastic
- Metal
- Glass

It costs more to have trash removed from campus.

Landfill
- "Trash"
- Food
- Liquids
- Styrofoam
- Money

Tossing recycling into the trash is like throwing away money.
Annual Events:

**August:** Move-in  

**October:** Campus Sustainability Week  
[http://www.aashe.org/campus-sustainability-day](http://www.aashe.org/campus-sustainability-day)

**November:** National Recycling Week  
[http://recyclingweek.planetark.org/](http://recyclingweek.planetark.org/)

**February-March:** Recyclemania  

**May:** Move-out  

Additional events can be found online at the Center for Sustainability's calendar.  
sustainability.slu.edu  
[http://www.slu.edu/sustainability.xml](http://www.slu.edu/sustainability.xml)
For your floor/hall:

**Adopt-A-Spot:** VOLUNTEERING
Adopt a spot on campus and promote recycling there.

**Can-Can Film Fest:** BONDING/LEARNING
Movies, documentaries, and discussions related to recycling and sustainability.

**Promote and Participate:**
Be a model for your residents and recycle! Design a bulletin board, add it to your calendar, inform residents at your next hall meeting, etc.
Green Billikens, remember...

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Visit recycling.slu.edu for
- FAQs
- Brochures
- Posters
- Presentation Requests
- Recycling Locations
- Other Types of Recycling (such as e-waste)
E-Waste Drive 2013

As part of Recyclemania, SLU hosts an annual E-waste Collection Drive.

Date: Friday, March 1, 2013
Hours: 7:00 am - 2:00 pm
Location: Fred Weber Parking Lot, Chaifetz Arena

Guests, neighbors and members of the Saint Louis University Community may drive up and drop off the following types of E-waste for recycling:

- Appliances (large and small)
- AV Equipment (including televisions, VCRs, speakers, etc.)
- Computers and Monitors
- Hand-held Electronic Devices
- See Detailed List for additional items
- For questions contact sustainability@slu.edu

*Thank you to all the SLU Athletes who are volunteering to help run this event!
Market Analysis Overview

- Lockton and HR met jointly with all VPs to determine staff benchmark positions for their divisions
- Lockton identified comparable market rates for 177 (of 200) benchmark positions
- Positions were then slotted in the appropriate pay grade based on market median
- Analysis of incumbent salaries to determine appropriate placement in pay range to identify gap
Next Steps

- How to resolve merit vs. compression issue
- Executive Staff meeting scheduled for next week to discuss:
  - Proposed salary schedule
  - Market analysis
  - 4% compensation pool distribution (possible multi-year plan)
  - Vacant positions
  - FY 14 salary guidelines
- Performance evaluations submitted by March 1
- HR will review for completion and rating distribution
SLU Performance Evaluations Rating Definitions

- **Below Expectations:**
  - Performance at this level is below the level of established expectations. The employee has failed to meet the performance expectations and improvement is required in significant dimensions of the job in order to meet expectations. The employee is not contributing to the efficiency and performance of the unit.

- **Meets Expectations:**
  - Performance at this level meets established expectations. The employee has met all performance expectations and has contributed to the efficiency and performance of the unit. The employee is a competent and solid performer.

- **Exceeds:**
  - Performance at this level often surpasses established expectations. The employee regularly works beyond a majority of the performance expectations and has made significant contributions to the efficiency and performance of the unit. The employee exhibits mastery of most dimensions of the field of work performed.

- **Outstanding:**
  - Performance at this level is clearly unique and far in excess of established expectations. The employee consistently exceeds all performance expectations and has made many significant contributions to the efficiency and performance of the unit. The employee exhibits mastery and leadership in all dimensions of the field work performed.
Performance Evaluations

- In the past two years, a disproportionate number (70%) of performance evaluations were rated at exceeds expectations or outstanding.
- Generally speaking, the majority of employees should meet expectations and few should exceed or fall below.
- The problem is that the employees/managers see a “meets expectations” rating as a “C” or just average when instead it should reflect a fully competent employee.
- If more than 10-20% of employees are above meets expectations this is disproportionate.
- MAGIS articles with reference to best practices in performance evaluations and coaching:
  - [http://www.slu.edu/Documents/hr/training_communications/HR%20-%20January2013.pdf](http://www.slu.edu/Documents/hr/training_communications/HR%20-%20January2013.pdf)
  - [http://www.slu.edu/Documents/hr/training_communications/HR%20-%20February2013.pdf](http://www.slu.edu/Documents/hr/training_communications/HR%20-%20February2013.pdf)
- Unfortunately, some annual evaluations were never completed. This means that these employees did not receive a performance score for that year and effects their salary analysis. Please make sure all evaluations are completed.
QUESTIONS?

THANK YOU!