AGENDA

SLU Business Manager Meeting
October 8th, 2009
Allied Health Multipurpose Room, Allied Health Building, room 3040
9:00a.m.-10:30a.m.

1) Announcements – Keith Emge
   • Sign in Sheet
   • September and October ‘What’s New?’

2) Office 2007: High-level Overview – James Greathouse (20 minutes)

3) Employee Assistance Program – Karen Nolkemper from Human Resources and Laura Keene from ComPsych (30 minutes)

4) Concur Expense – Sharon Gajewski (20 minutes)

5) United Way Campaign – Sally Zetzman (5 minutes)
Business Manager Meeting

Minutes of the Meeting of October 8, 2009

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, October 8, 2009 in the Allied Health Building, room 3040.

Business & Finance Staff Present:

Keith Emge   Sharon Gajewski   Jeff Hovely   Eric Lewis   Bruce Andres
Tom Meadows   Jaqui Tague      Annaliese Neff   Katy Wittwer   Greg Haney
Lisa Zoia     Patty Klingelhoefer   Lee Kniebert

Number of Business Managers Present: 62
Number of Guests: 12
Number of Business and Finance Representatives Present: 11

Keith Emge welcomed everyone to the meeting.

1. **What’s New Review** - Keith Emge reviewed a few key items from the September and October issues of “What’s New”. Walter Knoll Florist is now the preferred vendor for the University. Discounts are available for SLU staff by mentioning the word “Billiken”. Office Products Now has joined the list of “P-card only vendors”. The Treasurer’s office has implemented a payment solution with a partnership with Bank of America that allows the University to pay vendors by virtual credit card instead of check. If Business Managers are contacted by an existing vendor looking for more information on this program, ask them to call Diana Reed at 314-977-3921 or at dreed17@slu.edu. Concur Training sessions have begun across campus If you are interested in scheduling a group training session, contact Lori Myers at lmyers7@slu.edu or Sharon Gajewski at sgajewsk@slu.edu. For more information and greater details read the latest What’s New”.

2. **Office 2007 Overview, Jim Greathouse** – Jim Greathouse provided an update on the University roll-out of Microsoft Office 2007. All classrooms were updated by August 24 and on September 22, the rollout began with faculty and staff. Users will have an overlap with both systems until January 2010, when the 2003 version will be removed from all SLU computers. If you would like the 2003 version removed from your PC earlier than January, please call ITS, 977-4000. Training is available in 28, 90-minute sessions across campus. For a more hands-on training, a three-hour session is available. You can sign up on line for the training on the IT website or call 977-4000. Jim suggests everyone schedule their training now as he will be unavailable after the first of the year as he moves on to a new project. At www.office.microsoft.com they have helpful information regarding the new software. One helpful tool is Compare 2003 – 3007. New Horizons is a training company that SLU works with to bring faculty and staff up to
They have facilities in Maryland Heights or if SLU has a group of 12 or more, they will come to SLU for training. Call 977-4000 for more information.

3. **Employee Assistance Program** – Karen Nolkemper, Director, Human Resources, introduced Laura Keene from ComPsych, who reviewed the new benefits available to SLU employees through our new Employee Assistance Program provider, ComPsych. This service is strictly confidential. All records are maintained by ComPsych, not SLU. The only information given back to SLU is number of users so that HR can gage the program’s usage and identify areas where service may not be needed, and other areas where services are needed. The toll free number for any questions or concerns is 1-800-859-9319. This number is answered 24 hours a day, seven days a week. Some of the services they offer include, Legal Connect, where we can receive expert legal information from staff licenses attorneys in fields like divorce, bankruptcy, family law, real estate and wills. If a situation requires legal counseling, they will refer to a quality local lawyer. They also offer support in areas of finances, family needs such as child care, elder care, etc. For more information click [here](#).

Ms. Keene said there are three ways to use the service: self referral, you personally want to ask a few questions; informal referral, a manager may suggest to an employee that this is a resource they should check into and take advantage of; mandatory referral, HR requires the employee to ask for assistance or face possible disciplinary action. The services offered are on [GuidanceResources.com](http://GuidanceResources.com), use the guideword, SLUEAP.

4. **Concur** – Sharon Gajewski reviewed the new Concur reimbursement tool. Several users are on board and so far the reviews are favorable. Training is currently being held across the campus. Tutorials will soon be available on the Business and Finance website. To register for training call Lori Myers at 977-3708 or Sharon Gajewski at 977-2400.

5. **United Way** – Sally Zetzman from Human Resources gave a brief presentation on the United Way campaign which is now underway at SLU and throughout the St. Louis area. The official kickoff is October 14 and more information will be coming on Newslink.

Minutes respectfully submitted by Mary Drexl.
Welcome to
What’s New In Office
2007

Cell phones on vibrate
August 24 – All classrooms were updated

September 22 – Updating Faculty/Staff computers owned by Saint Louis University

January 2010 – Retire Office 2003 from SLU computers

January 2010 – Customer Satisfaction Survey
Training Opportunities

- 28 90-minute orientation sessions
- Microsoft Office site (office.microsoft.com)
- SLU created on-line anytime videos and quick reference guides (www.slu.edu/its)
- Des Peres Hall – Open computer lab
- 20 3-hour class
Training Opportunities

Office Applications and Design/Media Graphics

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<tr>
<th>Microsoft Word</th>
<th>Microsoft Excel</th>
<th>Microsoft PowerPoint</th>
<th>Microsoft Access</th>
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<tr>
<td>Adobe Photoshop</td>
<td>Adobe Illustrator</td>
<td>Adobe InDesign</td>
<td>Adobe Acrobat</td>
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All Office Applications Classes for SLU staff/faculty are $100 per day

Technical Training

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<th>Microsoft Exchange 2003</th>
<th>Microsoft Exchange 2007</th>
<th>Microsoft Sharepoint Server 2003</th>
<th>CompTIA A+</th>
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<tr>
<td>Microsoft SQL 2005</td>
<td>Windows Server 2008</td>
<td>Cisco</td>
<td>CompTIA Network+</td>
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Today’s Topics

- The Ribbon – it’s not as scary as you’ve heard

- New features in:
  - Word
  - PowerPoint
  - Excel
New to Word

- New user interface
- Live Preview
- XML compatibility
- Improved styles and themes
- Enhanced special effect
- SmartArt
- Save as PDF (separate install by ITS)
New to PowerPoint

- New user interface
- Live Preview
- XML compatibility
- SmartArt
- Save as PDF (separate install by ITS)
- Themes
- Enhanced special effect
- Create custom layouts
- Presenter view – really cool with two monitors
- Print preview
New to Excel

- New user interface
- Live Preview
- XML compatibility
- Improved styles and themes
- SmartArt
- Save as PDF (separate install by ITS)
- Better conditional formatting
- Improved tables
- Better charts
- New PivotTable interface

Let’s View a Microsoft Video
Let’s take a look at
What’s New In Office 2007
An Introduction to GuidanceResources®
Incorporated in 1984 and grown to be the largest provider of EAP services in the world

Pioneer and leading provider of fully integrated EAP, legal, financial, work-life and wellness services under the GuidanceResources® brand

Global service centers staffed by dedicated clinical, legal, financial, wellness, behavioral and work-life experts—24 hours a day

Leading provider of Critical Incident Services worldwide

Expansive and diverse customer base covering over 11,000 organizations and more than 29 million individuals in 92 countries
Integrated GuidanceResources® allows us to be your single source for:

› Confidential consultation on personal issues
› Legal information and resources
› Information, referrals and resources for work-life needs
› Financial information, resources and tools
› Online information, resources and tools
Confidentiality

The program is strictly confidential

Records are maintained by ComPsych®

Summary of number of requests for assistance
Available 24 Hours a Day

Call us anytime for solutions!
800.859.9319

Or online
www.GuidanceResources.com
Company Web ID: SLUEAP
Employee Assistance Program

**Short-Term Counseling**
- Address issues early
- No cost
- Confidential
- Voluntary

**Long-Term Counseling**
- Continuing treatment for long-standing issues
- Refer to insurance
LegalConnect®

Expert legal information from staff licensed attorneys

› Unlimited access
  – Divorce, bankruptcy, family law, real estate, wills
› Local, quality referrals
  – No cost 30-minute in-person consultation
  – Discounted legal fees
FinancialConnect®

Financial information from staff experts

› Unlimited access to financial information
› Confidential and objective
  – Budgeting tips and templates
  – Credit and mortgage issues
  – Income tax questions
  – Financial planning
FamilySource®

Addressing Work-Life balance issues by providing practical information and referrals

› Child and elder care
› Educational options
› Community information
› Event planning
› Home improvement
› Buying/selling a home, relocation
› Assistance with shopping and locating items
Online Registration

Registration: Profile

To register for GuidanceResources Online, simply fill in the areas below. If you do not know your Company/Organization Web ID, contact your human resources department; call GuidanceResources Online by telephone at (877) 595-5283; or contact our member services department.

* Required

* Company/Organization Web ID

* User Name

(Select your own user name: 6-16 characters, no spaces.)

* Password

(Select your own password: 6-16 characters, no spaces.)

* Re-enter Password

* Security Question

What street did you live on in third grade?

* Security Answer

* Federal law requires that we ask if you are at least 13 years of age.

I am at least 13 years old.

I am under 13 years old.

Next

Need help registering?
Types of Referrals

Self-referral
› Employee calls after receiving brochure, attending training, etc.

Informal referral
› Employee calls as result of manager/HR suggestion
A service partnership—
Over-delivering on every expectation®