**Retirement**

The Benefits Office conducted open forums on retirement consolidation, and feedback was gathered from faculty and staff. The Retirement Committee has met to review the feedback and have endorsed TIAA-CREF as the University’s sole record keeper for the Retirement Plan. This endorsement will be presented to the Executive Committee and the President’s Coordinating Council.

The Retirement Committee, consists of:

- Ken Fleischmann, Vice President of Human Resources,
- Bill Kauffman, Vice President and General Counsel,
- David Heimburger, Vice President of Business and Finance,
- Mark Knuefer, PhD, President of Faculty Senate, and
- Sue Stevens, Chair of Staff Advisory Committee

**Medical**

The Medical Ad Hoc Committee continues to meet and Open Forums on the medical plan will be held:

- Monday, 8/13 - 10:00 a.m. to 11:00 a.m. - South Campus, LRC Auditorium C
- Monday, 8/13 - 1:00 p.m. to 2:00 p.m. - North Campus, Pere Marquette Gallery (DuBourg Hall)
- Thursday, 9/13 - 10:00 a.m. to 11:00 a.m. - South Campus, LRC Auditorium B
- Thursday, 9/13 - 1:00 p.m. to 2:00 p.m. - North Campus, Busch Student Center (BSC) Room 352/353
- Tuesday, 10/9 - 10:00 a.m. to 11:00 a.m. - South Campus, LRC Auditorium B
- Tuesday, 10/9 - 1:00 p.m. to 2:00 p.m. - North Campus, DBG 409 Sinquefield State Room
  DBG 404 Bruemmer Conference Room (DuBourg Hall)

**Long Term Care**

As was announced last month, the Benefits Office is partnering with Genworth Financial to offer enrollment in a Long-Term Care insurance program to all full-time faculty, staff and housestaff actively working 32 hours or more per week on U.S. payroll. The employee benefit meetings for Long Term Care with Genworth Financial will be held:

- The Learning Resources Center (LRC)
  Tuesday, 9/11 9:00 a.m. and 1:00 p.m.  AUD B

- Busch Student Center (BSC)
  Wednesday, 9/12 9:00 a.m. and 1:00 p.m.  Room 251
Having a Difficult Conversation

Having a difficult conversation can be an uncomfortable experience that causes anxiety for even the most experienced individuals. When properly carried out, however, what threatens to be an emotional confrontation can be a meaningful and constructive experience. The following are important steps to use when having a difficult conversation.

1. **Open with an agenda** – Having an agenda has two clear purposes. It helps you clearly plan the meeting in advance, and it also helps you keep the meeting on track.

2. **Invite dialog** – You want to create an atmosphere that invites dialog. At this stage, it’s important to connect with the other person.

3. **Share views and perspectives** – You need to share your views with a focus on the facts, and not present your perspective as a "one and only" stance. It’s important for you to hear your colleague’s views and perspectives, so ask for them.

4. **Look for a mutual understanding** – It’s important that both parties are involved in the resolution process. Rather than dictate the solution, it’s a good idea to first invite your colleague to propose potential solutions. If your colleague makes a contribution to the solution, it’s easier to reach a mutual understanding.

5. **Design an action plan** – An action plan formally clarifies the understanding that’s been reached by both parties. It also identifies "next steps," and who’s responsible for each activity. The action plan should be written down and agreed on by both parties to avoid misunderstanding, outline who’s responsible for each task and establish a timeline associated with the next steps.

*Interested in learning more?* Participate in the online SkillSoft courses “Preparing for a Difficult Conversation,” “Having a Difficult Conversation” and “Delivery a Difficult Message with Diplomacy and Tact.”

*Source: Steps to Having Difficult Conversations, SkillBrief (2012 SkillSoft Ireland Limited).*

**Policy**

**Saint Louis University Information Technology Appropriate Use Policy**

Saint Louis University has in place an Information Technology Appropriate Use policy. This is to ensure the integrity, reliability and performance of IT Systems, that IT Systems are used for their intended purposes, and to promote the mission of the University. IT resources affected by this policy, which applies to all users of IT systems, include but are not limited to the computers, printers, networks, software, and data files that are owned or maintained by SLU. Appropriate use of these systems means there is proper authorization for access, use does not interfere with responsibilities of others, use does not damage the integrity of the University or IT systems, and use is compatible with the University mission or policies.

To review the policy in its entirety, please visit [its.slu.edu](https://its.slu.edu).
**Call for Art!**

If “a picture is worth a thousand words,” the walls of the Human Resources training room are currently speechless. To fix this problem, Human Resources is seeking photography to decorate the walls of our training room in the Wool Center, and our team wants to include photos you have taken of your favorite places on SLU’s campus. In the spirit of building an environment to foster learning, sharing, and development, we see the training room as a room built by the people for the people. Your photographs will serve as a reminder of your shared membership of this space.

We invite you to electronically submit photos you have taken to be entered for review and selection. Our team will pick the photographs to display, and will enlarge and frame the images to hang on the walls for all to see in our training room. Each photograph that is chosen will be accompanied by the artist’s name and photo title.

Envision your photos hanging on the training room wall. Please [CLICK HERE](#) to submit your photo!

If you are having any trouble submitting a photo, please send your photo to Sarah Hassen at [shassen@slu.edu](mailto:shassen@slu.edu).

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**Now that summer is here...the third Wednesday of each month at 11:00 A.M. is...**

**Tea Time**

Work-life Balance and Personal Development workshops offered through Human Resources Training & Development

Alternating locations
- Busch Student Center
- Allied Health Multi-purpose room.

**Take some time and learn more about these important topics:**

- Work-life Balance
- Personal Development
- Parenting
- Elder Care
- Legal & Financial

To find out more go to the [course descriptions](#) page. To register fill out this [form](#)!
Mission

The mission of the Human Resources division is to administer practices and programs that will attract, develop and retain high performing faculty and staff to advance Saint Louis University’s mission of higher education, patient care, research and service.

MISSION - ATTITUDE - GUIDANCE - INGENUITY - SERVICE