Retirement
The Executive Committee has approved TIAA-CREF as the sole record keeper for the Saint Louis University Retirement plan, effective December 1, 2012. Employees with a Fidelity 403(b) contract will be able to keep their contracts with Fidelity, however, all new employee and University contributions will be directed to TIAA-CREF with the December payrolls. TIAA will conduct group transition meetings throughout November and December as well as providing informal information tables in Busch Student Center and the Learning Resource Center. Times and dates for informational tables will be announced by the Benefits Office.

Long Term Care
The open enrollment period for employees interested in enrolling for Long Term Care through Genworth Financial is to begin on Wednesday, September 5. Enrollment is extended to all full-time faculty, staff and housestaff actively working 32 hours or more per week and their eligible dependents. No action is required unless you would like to purchase Genworth coverage or make changes or cancel your John Hancock coverage.

The employee benefit meetings for Long Term Care with Genworth Financial will be held:

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

Busch Student Center (BSC Room 251)
Wednesday, September 12
9:00 a.m.
1:00 p.m.

Additional information on the Genworth plan is available at www.genworth.com/groupltc (Group ID: SLU, Access Code: groupltc).

Medical Plan
The Executive Committee has also approved the 2013 medical plan design. Open Forums on the medical plan will be held Thursday, September 13 from 10:00 a.m. to 11:00 a.m. in the Learning Resource Center, Auditorium B and from 1:00 p.m. to 2:00 p.m. in Busch Student Center (BSC), Room 352/353.

BEST PRACTICE

Attributes of Effective Meeting Objectives
Have you ever thought you were doing a great job leading a meeting, but the end result was ineffective? This type of unproductive meeting happens more often than you think. When you write effective objectives as part of a proper agenda, you'll find that your meetings will become much more successful and productive.

Objectives are a series of specific statements that identify the results to be achieved by holding the meeting. To discover the meeting objectives, think about the concerns of the attendees and what you hope to accomplish by having the meeting.

Stating your objectives in the agenda will help participants know what to expect from the meeting, so they can effectively prepare for it. Effective objectives should be clear, directional and measurable.
1. They should be clear

It is important for your objectives to be clear. Meetings can be held for a number of different reasons. The exact purpose must always be made clear to the participants. When preparing your objectives, you need to use simple terms, and don't assume the attendees have prior knowledge. By having clearly written objectives, there will be less confusion on what is being covered.

Here's an example of a clear objective: "This meeting will explain the new sick-day policies that have been adopted by the company." This objective clearly states what the meeting will cover.

2. They should be directional

Objectives also need to be directional. They should give focus and direction to the meeting. When there is no direction specified in the objectives, the meeting usually results in the inability of participants to agree on what was accomplished or what has to be accomplished.

Consider this example. Dan, a bank manager, is planning a meeting to address the payment-tracking system used at his bank.

The directional objective he has created for this meeting is as follows: "The participants of this meeting will come up with ideas on how to develop a system for tracking payments that are held for more than one business day."

3. They should be measurable

As well as being clear and directional, objectives need to be measurable, because you need to be able to tell if the objective was accomplished. The objective should contain an observable behavior or performance on the part of the participant. Usually, it should appropriately complete the statement, "the participant will..." or "this meeting will..." Writing objectives this way outlines the things you wish to accomplish during the meeting.

The exact purpose of your meeting must always be made clear in your agenda. Remember, it's important to have good objectives, because if you don't know where you're going, it's difficult to get there. *Source: Attributes of Effective Meeting Objectives, SkillBrief (2007 SkillSoft United States).*

Want to learn more? Join us for Conducting Effective Meetings on Thursday, September 20 in the Wool Center from 1-2pm (click here to register) or take SkillSoft course Planning an Effective Business Meeting (search for: comm_06_a01_bs_enus).

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**POLICY**

**Policy Update**

In April, HR communicated the removal of the Staff Handbook from the website due to redundancy and policy revisions over the past few years. The relevant and updated content from the Staff Handbook can now be found on the HR website under General Employee Information and three policies have been created from the previous standards established in the Staff Handbook:

- Bereavement Leave Policy
- Jury Duty Policy
- Voting Policy

Please take a moment view and familiarize yourself with the HR Policy page and General Employee Information.

**Onboarding & Offboarding Process Improvement**

The divisions of human resources, academic affairs and information technology services have been working together since last fall to develop process and technology improvements based on recommendations made by the University onboarding and offboarding process improvement committees. In order to communicate these improvements to University stakeholders, we will be hosting learning sessions on the Frost and medical campuses. Wimba online access will also be offered for those who want or need to attend remotely due to location or time constraints. The stakeholders who are responsible for employee onboarding and offboarding play a critical role in the success of this process improvement implementation. It is required that all stakeholders participate in the learning sessions. Process improvements that will be discussed include:

- Streamlined University Security Access form
- Updated HR and Information Technology Processes
- Updated onboarding and offboarding checklists
- Automated technology access grants or disables
- Enhanced website content and navigation
- Automated stakeholder notifications

The learning sessions will be available starting in October. Please look for announcements as to dates, times and registration details.
SkillSoft Leadership Advantage is a targeted leadership development program focusing on key leadership and management competencies. Multiple modes of instruction, including text, video, and interactive activities, keep the learning quick, easy, and engaging. Each concise, targeted learning track includes content thoughtfully selected and organized by leadership experts. While each track is designed to take no more than two hours to complete, you can complete as much or as little of any track in one sitting as you wish.

Take a virtual tour of Leadership Advantage: [https://community.skillsoft.com/Products/documents/slatour.html](https://community.skillsoft.com/Products/documents/slatour.html).

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