Call to Order 12:00 and Reflection: Sue Stevens called the meeting to order and as a reflection, used a quote from Zig Ziglar.

“Life is an echo. What you send out comes back. What you sow you reap. What you give you get. What you see in others exists in you. Do not judge so you will not be judged. Radiate and give love and love will come back to you.”

Minutes: Minutes from the January 20, 2022, meeting were approved.

Monthly Spotlight 1:
- Snow Langford, Human Resources Associate, Benefits, “Employee Assistance Program”
  - What is EAP?
    - Saint Louis University’s Employee Assistance Program provides ALL employees and their families access to professional licensed counselors on a confidential and cost-free basis for employees experiencing personal problems.
    - Anyone in your household can use the services
    - Resource hub of a variety of topics such as wellness, relationships,
financial, legal, work & education, etc.

- Library of on-demand webinars
- Resources to help you find counselors, lawyers, childcare, elder care and financial planners

  o How to access it:
    - Visit www.guidanceresources.com for more information. To register online, please use the Company ID “SLUEAP” and create your own username and password.
    - You can also call 800-859-9319 to make an appointment 24/7.

- Counseling Services
  - In-person, confidential counseling through the EAP is available to all SLU employees, their family members, and members of their household:
    - Call 800-859-9319 to access these services. You’ll be connected to a master’s level EAP clinician who will help refer you to counselors who meet your needs and preferences.
    - The clinician will email you a list of counselors for your consideration.
    - Contact a counselor to set up an appointment. All counselors should be available to meet with you within five business days.
    - Schedule up to eight sessions at no cost to you. Each one-hour session can be scheduled face-to-face or via telehealth (phone or video).
  - In-person, confidential counseling through the EAP is available to all SLU employees, their family members, and members of their household:
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    - Schedule up to eight sessions at no cost to you. Each one-hour session can be scheduled face-to-face or via telehealth (phone or video).

  o How can managers use this resource?
    - In-person, confidential counseling through the EAP is available to all SLU employees, their family members, and members of their household:
      - Call 800-859-9319 to access these services. You’ll be connected to a master’s level EAP clinician who will help refer you to counselors who meet your needs and preferences.
      - The clinician will email you a list of counselors for your consideration.
      - Contact a counselor to set up an appointment. All counselors should be available to meet with you within five business days.
      - Schedule up to eight sessions at no cost to you. Each one-hour session can be scheduled face-to-face or via telehealth (phone or video).

  o Questions
    - If someone wants to schedule a webinar for their staff, how do they do that?
      - Contact HR/Kim Pitts to set this up
Monthly Spotlight 2:

- Wendy Schlesinger, Executive Development Director, “Corporate & Foundation Relations”
  - Who are we? Convener, Grant Writer, Fundraiser, Researcher, Marketer, Facilitator, etc. – all of them
  - WHO IS Corporate and Foundation Relations?
    - Resource for faculty
    - Part of the Development Division – fundraisers
    - University wide focus – not school based (e.g. Campus Kitchen, Billiken Bounty)
    - Serve as the central point to gather relational information between SLU and Corporations and Private Foundations (not gov’t organizations)
    - Department of 3.5 persons
  - CFR Objectives
    - Development strategic opportunities and collaborations between external partners – corporations and private foundations – and faculty and program directors
    - Expand corporate relationships to become integrated partnerships
    - Develop strong foundation relations for broad funding opportunities
    - Serve as the central hub for SLU Corporate and Foundation Relations
  - Corporate Engagement Structure
    - SLU – decentralized but coordinated
    - Work closely with OVPR, Deans, Career Services, DICE, Institutes, non-academic units (museums, libraries)
    - Reciprocal sharing of contacts
    - Regular meetings
  - Corporate Engagement – Broadening Partnerships
    - Our goal is to diversity the partnership for greater stability – broader and deeper
    - Looking for multiple levels of engagement
      - Gifts in kind
      - Internships and recruitment
      - Sponsored research
      - Workforce development
      - Continuing education
      - Advisory boards
      - Event sponsorships and attendance
      - Capstone & service project support
      - Volunteer opportunities
  - Private Foundation Engagement
    - Foundations are relationship-based
    - Match foundation mission to activities that help them meet THEIR goals
    - Coordinate foundation applications with GO Center and Business Manager
    - Contact us prior to reaching out to foundation as some Foundations are closed to new SLU inquiries
      - Especially smaller, local foundations
      - Waiting period
• Already made their SLU commitment
  o Faculty Outreach
    ▪ Complement GO Center and SoM Business Managers roles
    ▪ Send out over 300 RFPs through the CFR office each year through targeted emails
      ▪ Emails come from: corporateandfoundation@slu.edu
      ▪ Provide as much lead time as we can
    ▪ Master Grants Calendar – use to provide advance notice of deadlines
  o Benefits to you
    ▪ CFR engages companies and individuals non-philanthropically that can be leveraged into gifts
    ▪ Expertise in External Funding Sources and processes
    ▪ Cross-campus knowledge of projects and personnel
    ▪ Value added provider – stewardship, faculty engagement, grant services
    ▪ CFR builds and creates multi-level integrated partnerships – gifts are more secure
  o Use us for a reference, info source, grant expert
  o Share us with your faculty
  o Start with us for your latest school priorities and projects
  o Contact us at corporatefoundations@slu.edu
    ▪ wendy.schlesinger@slu.edu Exec. Dir. CFR
    ▪ sarah.elizabeth.jones@slu.edu Dir. CFR
    ▪ kathryn.dortch@slu.edu Devt. Officer, CFR
    ▪ kalen.reichert@slu.edu Admin, Principal Giving

Monthly Spotlight 3:
• Mickey Luna, Vice President of Human Resources, “More Questions Answered”
  o What resources does a staff member have if the flex time request submitted to their supervisor is ignored, not denied or accepted, just ignored?
    ▪ This wasn’t built into the policy. Suggest following up with your supervisor for the decision made or for clarification on what is holding up the decision or to have a conversation.
    ▪ Reach out to your HR consultant if there is still not a response.
  o What are staff expected to do when the university is closed (due to weather)? Do they have to work from home?
    ▪ The expectation is that if you have a flexible work arrangement which includes remote work OR if you have been given ad hoc arrangements in the past, you would work when the university is closed.
    ▪ A person could use PTO or vacation if they are not working on a day when the university is closed due to weather.
    ▪ Many essential employees still come in to the university.
    ▪ If the supervisor requires an employee to work from home when they are not in a flexible remote arrangement, suggest working through that together.
    ▪ Please reach out to your HR consultant if this cannot be resolved.
  o How does our current military leave policy compare with others? SLU currently offers 10 days of paid military leave and other institutions (university and governmental) in St. Louis offer 15 days of paid military leave per year.
- Our paid leave (holiday, vacation, other forms of paid leave) are favorable in comparison with other institutions
- We will evaluate the paid military leave policy and make any needed adjustments after the evaluation
  - If our supervisor does not allow us to utilize the interim work from home policy, does that mean we are not required to work from home when the university is closed (due to weather)?
    - That doesn't necessarily mean that the supervisor cannot ask or require that. A conversation should happen and if there continues to be disagreement, they should reach out to their HR consultant to talk through the issue.
    - Another way to put it is if someone has any flexibility arrangements, the understanding is that the person should work. If the person is never allowed to work from home but is asked to in this instance, then the person should reach out to their consultant.

**Announcements & Resources:**

- Year End Performance Reviews are to be completed by 02/28/22
- Preventing Harassment & Discrimination for Non-Supervisors – 04/30/2022
- SAC nominations for AY2023
- HR Bulletin
  - Workday Learning – Launched February 7th

**Next Meeting:**
- Thursday, March 17, 2022
- 12:00 – 1:15 pm
- Zoom Webinar

**Adjournment:** Sue Stevens at 12:32 P.M.
Staff Advisory Committees and Representatives – 2021 - 2022

- **Staff Advisory Executive Committee**
  *Chair* – Sue Stevens
  *Chair Elect* – Judi Buncher
  *Recording Secretary* – Kristin Hrasky
  *Corresponding Secretary* – Patricia McQueen
  *Membership Coordinator* – Rachel Young
  *Treasurer* – Rhonda Arl

- **Staff Advisory Sub-Committees**
  *By-Laws Committee* – Sue Stevens
  *Service/Events Committee* – Stacy Mack

- **University Committees**
  *Campus Recreation Advisory Committee* – Robert Pampel
  *Diversity & Community Engagement* –
    - Jennifer van Driest
    - Kat Dortch
    - Michael Augustine
    - Jonia Jones
    - Katia Goodman
    - Erica McBride
    - Shontae Williams
    - Dominic Dowdy-Windsor
    - Robert Pampel
    - Emily Wartick
    - Christopher Grabau
    - Xtina Butler
  *HLC Re-Accreditation Steering Committee* – Rachel Young
  *Honorary Degrees & Special Recognition Committee* – vacant
  *Medical Ad Hoc* – Sue Stevens
  *Operational Excellence – Project Review Committee* – Alexis Bruce-Staudt
  *Policy Review Committee* – Missi White-Luster
  *Parking Issues* – Matt Campbell
  *President’s Diversity Council* – Pamela Jackson
  *Speech, Expression and Civil Discourse Committee* – Anne Imlay, Bob McNair
  *Tobacco Free Workforce* – Ellen Weis
  *University Leadership Council* – Sue Stevens

- **Board of Trustee Committees**
  *Academic Affairs* – Sharon Spicer
  *Business & Administration* – Sue Stevens
  *Development* – Kristin Hrasky
  *Marketing and Branding* – Patricia McQueen
  *Mission and Identity* – Christine Luebbert