Meeting Minutes for Thursday, March 18, 2021
Zoom – 12:00-1:15 pm

Members & Guests Present: Alexis Bruce-Staudt, Allese McVay, Annemarie Konz, Carolyn Moran, Cathy Bauman, Cathy Zimmer, Cherish Hoffman, Judy Buncher, Colleen Schneider, Courtney Neal, Crystal Weaver, Dawn Schwartz, Debbie Dill Garvin, Delia King, Diane Goebel, Donna Neely, Edith Brown, Ellen Weis, Emily Bishop, Eric Royer, Gee Lee, Ginger Adkins, Heidi Moore, Hillary Daniel, Ian Taylor, Jan Gannon, Jan Herweg, Jennifer Bussen, Jennifer Elwyn, Jennifer Oppermann, Julie Miller, Katherine Dingley, Kathleen Linnenbrink, Kathy Barbeau, Kathy Schaab, Kathryn Dortch, Kellie Dalton, Krista Karowski-Siebert, Kristin Hrasky, Libby Gallogly, Loretta Edwards, Louann Biermann, Lynn Grimswha Maitz, Maggie Callon, Mary Drexel, Mary Duggan, Mary Lou Pereira, Michael Augustine, Mindy Lewis, Nancy Young, Pamela Jackson, Patricia McQueen, Patricia Osmack, Rachel Young, Rhonda Arl, Riley Coyle, Sandy Gambill, Sara Rae Womack, Sharon Spicer, Sheila Byers, Sue Stevens, Susan Ganey, Susan Torretta, Tabitha Crawford-Obialo, Tonya Doublin, Xtina Butler, Zach Pudlowski

Call to Order 12:00 and Reflection: Sue Stevens called the meeting to order and as a reflection, used a quote from Anonymous, “A negative mind will never give you a positive life”.

Monthly Spotlight 1: Libby Gallogly
New Benefit - Care@Work

Saint Louis University is partnering with Care@Work by Care.com for our NEW family care benefits for fulltime employees. Caring for your family while you work can be a challenge. Whether it is keeping the kids on track with distance learning, ensuring someone is watching the kids while you work from home, after-school care, or the responsibility for aging parents, sometimes you need additional support. Life is unpredictable, so to help alleviate some of these unexpected challenges, Care.com’s suite of family care services is now available to assist.

Saint Louis University will be offering the following benefits to all eligible employees.

- **Care.com Membership**: Premium, unlimited access to Care.com to find caregivers, tutors, errand runners, senior caregivers, pet walkers and sitters, housecleaners, and more ($39/month value that is free for SLU employees).
- **Backup Care for Children**: Access to in-home or in-center vetted and subsidized care for your children when your regular care is not available. Use Backup Care days for school or day care closures, last-minute sitter cancellations, someone to help with distance learning, and more.
  - Full time employees have 10 Backup Care days/year to use for either child or adult Backup Care.
  - Backup Care co-pays for childcare are as follows:
    - $6/hr for in-home childcare
    - $10/day for in center childcare
- **Backup Care for Adults**: Care.com provides Backup Care for adults for rides to doctor appointments, help recovering from surgery, meal prep, care when regular adult care...
is not available, and more. Whether you need an extra hand, or you have a parent across the country who could use extra support, we can help.

- **You have 10 Backup Care days/year to use for either child or adult Backup Care.**
- **Backup Care co-pays for adult care are as follows:**
  - $6/hour for in-home adult care

- **Expert Assistance:** This concierge service allows employees to work with one of the Care Specialists to find the permanent care for your family. First, you will design and share the job responsibilities and requirements (including the pay scale and other details) for what is needed to care for your family member. Then, the Specialists will post a job on the Care.com website and review results and applicants to provide you with the best options that fit your needs.

- **Senior Care Solutions:** Your Senior Care Solutions benefit gives you personalized, professional guidance from a Master’s-level social worker around caring for an aging loved one. You can also access a technology platform, The Family Care Hub, to manage the ongoing coordination and communication regarding your loved one’s care needs.

- **Childcare Tuition Discounts:** Tuition discounts are available through Care.com’s service that allows parents to search the St. Louis region and find the right placement options and discounts for their children. Click [here](#) to search for locations that participate in the tuition discount program.

**ENROLL AT SLU.CARE.COM TO ACCESS THESE BENEFITS**

**You will use your Employee ID (i.e. the 9-digit number) to register and make sure to download the Care@Work mobile app to quickly request Backup Care!**

Once you enroll in the program your 10 caregiver days will populate and will all you access them as needed.

If you have any questions, please email contact benefits@slu.edu.

**Monthly Spotlight 2: Mary Duggan**

**Well-being and Mental Health Resources for Employees**

**MENTAL WELL-BEING RESOURCES**

**Employee Assistance Program (EAP)**

Our EAP - administered by ComPsych - can connect you with counselors who can provide therapy services if you are having trouble coping with the stresses from COVID-19. You can reach them by calling 1-800-859-9319. ComPysch has also put together a set of resources specifically aimed at helping our employees cope with the COVID-19 pandemic. They include webinars, short videos and other information. To access these resources [click here](#) and use the Web ID: SLUEAP.

**Vitality Program**

Health and wellness insights by our partners at Vitality provide a wealth of information via articles, blog posts and videos, to name a few. These resources have information that ranges from mental and physical wellbeing, to effective telecommuting, and even suggestions for entertaining children while you work from home. [Click here](#) to access the website and member login.
Mental Health Resources Webpage

Human Resources launched the OneSLU: Supporting Our Community website in April, 2020 to provide resources and guidance for the community. Topics like leading remote teams, technology and family resources, in addition to wellness and mental health resources can be found here.

St. Louis Parent—go to events@mail.stlparent.com; you can receive a daily email on events and entertainment for children in St. Louis

Other Online Resources

All Staff and Faculty have access to SkillSoft, located on the dashboard under MySLU: Tools. You can access courses, audiobooks, videos, and print materials. You may be prompted to log on using your single sign on credentials. Log onto SkillSoft here. You may also access materials selected to assist you with mental health within SkillSoft here.

MEDICAL RESOURCES FOR PHYSICAL AND MENTAL HEALTH

Virtual Visits

SLUCare medical professionals offer secure, one-on-one virtual visits for physical and mental conditions—everything from headaches and heartburn to allergies and stress. If you have access to a smartphone, tablet or computer with internet service, you may be eligible for a virtual visit. New SLUCare patients must also open a free MyChart account – an online tool that allows you to manage your appointments, test results and prescriptions; send secure messages to your provider and submit the patient forms required for a virtual visit.

For more information, go to slucare.edu/virtual-visits.

Or call 314-977-4440 to request an appointment.

SSM Mental Health Urgent Care

SSM Health is proud to offer the St. Louis region’s first and only urgent care/walk-in clinic for adult and pediatric behavioral health services. The Behavioral Health Urgent Care Center is a one-of-a-kind collaboration with multiple community partners, bringing together the clinical expertise of SSM Health’s trusted behavioral health team and the comprehensive support of local mental health resources.

SSM Health Behavioral Health Urgent Care provides immediate access to behavioral health care without the wait for costly emergency room care. You can learn more here.

ADDITIONAL RESOURCES AND SUPPORT FOR FACULTY AND STAFF

Simon Recreation Center

Simon Rec offers many tools to support your health and overall wellbeing. They have a collection of resources that will help you keep a healthy mind, body, and spirit. You can also find virtual exercise classes or exercise in-person at the center on campus.

Domestic Violence Resources

Find helpful resources and referrals related to this topic at Community Resources located on ONESLU.
Monthly Spotlight 3: Cherish Hoffman
Workday Changes

Workday has twice a year releases and the first on for this year 2021 R1 was recently released. Here are some of the changes you maybe encountering:

- The removal of the blue bar at the top of your screen, they are now white.
- When tasks are complete, the reduction of a full screen to a smaller pop-up screen showing the task is complete.
- Rather than returning you to your inbox to select a new task, Workday will now ask, “Do you want to do another one?” Like tasks can be completed at the same time.
- Custom report (CR’s) now have a new feature to change the selection in your report rather than having to refresh your screen to start completely over. Simple select the “change selection” button to make your report changes and resubmit your report.

- Reports now can be extracted to Excel or Pdf.
- For Timesheets have a new look, Time summary is now to the right of the screen, and there is a review button, to review before and then a submit button once time is verified as correct. Same features, just a different look. There are job aids in the job aid & video library.

- Be advised the refreshing of screens in Workday has been an issue this week but a fix is in place to occur over the weekend of 3/20/21.
- To open two Workday screens at once, right click the Workday tab in your browser and it will allow a second screen to open.
Announcements:

Ballot for the 2021-2022 SAC Executive Board
Sue will call nominees, next week will send out ballot for member voting.

Joyce Huelsmann Award Nominations
A ballot for nominations will be coming out so please make nominations of SAC members exhibiting the spirit the hallmark of Joyce.

Valuable Resources:

Be sure to open and read your HR Bulletin emails!

Please join HR for the ninth theme – Something to Smile About!
Submit photos of your hobbies, friends, or family, or anything that has made you smile today (big or small). Stay tuned for theme updates! You will be able to view the photos on OneSLU.

To submit your photos, please do the following:
1. Save your submission with the caption as the title. For example, “my-dog-milo”.
2. Click here to access the Google Folder: _
3. To insert the photo, click the “new” button (left hand column + sign)
4. and choose “file upload”.
5. Choose your submission(s) to upload.
6. Do not exit out of the document until your photo has finished uploading.

Summary Plan Description (SPD) Notice
A new HR page has been created listing all the Summary Plan Descriptions (SPDs) in one spot. Please visit the SPD page as well as the Important Legal Notices page for applicable information regarding SLU’s benefit programs.

Business Manager Programming
Business Manager Programming sessions provide regular opportunities for training on Workday and other professional development topics designed specifically for SLU Business Managers. These sessions will focus on four main themes: (1) Reporting; (2) Budgeting; (3) Purchasing; and (4) Human Capital Management. Information on additional sessions and registration will be announced throughout 2021 in the HR Bulletin, What’s New newsletter, Newslink, and Announcements on your Workday homepage. Please email training@slu.edu if you have any questions. Here is the next session open to enrollment:

Building and Entering a Budget
March 23, 2021
9:00 – 10:30 AM

Next Meeting:
Thursday, April 15, 2021
Zoom 12:00 – 1:15 PM

Scheduled guests
David Heimburger, Vice President and Chief Financial Officer of Saint Louis University
Brooks Goedeker, Executive Director, St. Louis Midtown Redevelopment Corporation

Adjournment: Sue Stevens at 12:32 P.M.
Staff Advisory Committees and Representatives – 2020 - 2021

- **Staff Advisory Executive Committee**
  Chair – Sue Stevens  
  Past Chair – vacant  
  Recording Secretary - Jenni Franey  
  Corresponding Secretary – Kristin Hrasky  
  Membership Coordinator – Rachel Young  
  Treasurer – Kathy Barbeau  

- **Staff Advisory Sub-Committees**
  By-Laws Committee – Kathy Barbeau, Sue Stevens, Rita Stites  
  Service/Events Committee  
   - Food Truck Rally – Stacy Mack  

- **University Committees**
  Campus Recreation Advisory Committee – Robert Pampel  
  Grassroots Working Committee – vacant  
  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  
  Workday Transition Committee – vacant  

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