



Staff Advisory Committee
Saint Louis University

Meeting Minutes for Thursday, March 19, 2020
Via Skype due to social distancing mandate

Members & Guests via Skype : Due to the limitations of Skype and a list of over 100 online, we were unable to track who attended this meeting. All current SAC members will get credit for attending this meeting. This issue should be corrected by using ZOOM next month.

Call to Order 12:00 and Reflection: Cyn Wise called to order and as a reflection, from Pope Francis on strength and courage.

"Tonight before falling asleep, think about when we will return to the street. When we hug again, when all the shopping together will seem like a party.

Let's think about when the coffees will return to the bar, the small talk, the photos close to each other. We think about when it will be all a memory but normalcy will seem an unexpected and beautiful gift. We will love everything that has so far seemed futile to us. Every second will be precious. Swims at the sea, the sun until late, sunsets, toasts, laughter. We will go back to laughing together. Strength and courage."

See you soon!"

Minutes: Minutes from the January 16, 2020 were approved.

Monthly Spotlight: **Mickey Luna, Vice President of Human Resources**

Mickey explained the current directive is anyone who can work from home, should work at home. There are some employees in essential roles that need to come to work. We want to make sure those who must come in have a safe workplace to report. If anyone thinks they can work remotely but have not been allowed to should email hr@slu.edu or speak with their supervisor.

He then addressed if a person could not work from home because there isn't enough work to work from home by saying the University is asking that we all be flexible and available to assist in any way possible or necessary.

If you find that you are unavailable to work during normal business hours due to your own illness, to care for ill family member you would claim sick days to cover those examples. If you are unable to work because you are home taking care of your children due to school closures, you would use caregiver (sick) leave per the new sick leave policy. If you choose to take a day or part of a day off and go to a park or go for a drive, whatever it might be, you would use vacation hours. If you are available and ready to work from home, you report your time just as if you were sitting at your desk on campus.

Mickey also spoke to the announcement that the university has announced it will provide staff an additional 80 hours of sick leave due to the concern that people were all exhausting their sick leave in response to the quarantine and social distancing. The university is confident that the move to remote work will lessen the potential for issues of people exhausting their sick leave. The university always allows up to two weeks of

caregiver leave and now with the additional two weeks and work from home option, staff employees can report 80 hours of sick leave even if their accrual shows 0 hours; the system is set to pay up to -80 hours of sick time.

Mickey then took questions from the Skype chat:

We are told there may be a delay in starting new hires such as LPNs and MAs who are considered essential staff while our volumes are low. This is the perfect situation to train new staff while we have time to do it. Normally we don't have time to do it and the PMO is still having classes due to them being limited to five people.

Mickey responded that from a hiring standpoint no announcements have been made about any sort of official delay in hiring but we want to be thoughtful about these issues. When we do bring people on there is no sort of live employee orientation at this time. Work Day also does not allow pre-employment I-9 verification they must be done in real time. For this reason, we are only verifying and starting new hires on Mondays. We are making appointments with Vivian Vaughn to take I-9 documents and send new hires to Parking and Card services to get ID's. The general public no longer has access to Wool, they must be badged by someone with access.

So thinking about the fact that in many instances we do not have people, not just in Human Resources but in many places on site, we'll have to really consider and evaluate what kind of a plan departments have to onboard with technology and training so the process goes smoothly. We are working with hiring managers and want to be thoughtful; we are only looking to bring in essential personnel. It's important to utilize the resources we currently have that may not be busy and sent home.

Can you clarify how a Medical Assistant who is going to be off the next three weeks with her kids due to school closures should log her time? She is told to take sick one day and vacation the next. What time should she use?

A communication is coming out in regards to this situation. As of today an individual can use their sick pay as caregiver leave and when that is exhausted they would use vacation. As stated previously, the system will allow up to -80 sick hours.

As clinic volumes go down, calls and inbox tasks in EPIC have quadrupled and prior authorizations are piling up. I can use nursing level or higher level to assist with these.

Mickey wasn't certain what the question was but acknowledged that some units are seeing work load increases. It is a challenge to figure out if someone has the capacity to help another unit. If someone is willing to volunteer that would be helpful. It is our hope to redeploy workers to other areas in need.

How can we back down on clinics when we have so many providers sharing the same suite and they don't see each other's patients? In regards to social distancing and trying to cut down on staff, it's a little difficult given there are so many providers in the suite.

That's a difficult question for me to answer. I think that's one that we will have to work with clinic supervision and clinic managers and our care providers to identify what are the options to make sure we're accommodating everyone.

With the CDC recommendations regarding not congregating or having no more than ten people at a meeting or work space, why has SLU chosen to keep BSC and the Pius Library open?

I believe Dr. Pestello has addressed that and if there are areas where we are not following his guidelines we will need to evaluate the steps necessary to follow his direction. If you work in one of those areas please speak with your supervisor to see what steps can be taken to ensure the recommendations are being followed.

Do you know what Sodexo is doing for their employees who are not being brought back to work after Spring Break?

Unfortunately, I do not and I believe Student Development works with Sodexo on that arrangement and contracts so that is just not something handled out of HR. Call David Young if you would like additional information.

Has there been a reduction in hours for custodial and facilities workers?

We have reduced the number of hours we are asking them to come on campus as a direct resolute of moving 3000 people off campus. We do need to have some work done by those groups of individuals but we are not having everyone in every day but rotating the workers and working a flex schedule so they continue to work forty hours a week.

Employees in a clinical histology lab in the medical school do not have normal volume due to COVID19. Some are sent home early or coming in late, so how are we to report that? Are we supposed to take vacation time? This is what we have been told to do.

The university would expect individuals to report their normal work hours and not be supplementing them with vacation or sick leave. If someone chooses to come in late because of a family obligation or vacation, we would expect them to take vacation or sick leave.

My question or perhaps comment is since the implementation of Work Day has not gone as smoothly as anticipated, is there any discussion of delaying rolling out the financial modules?

Anyone who has gone through new software implementation, would say "issues" are normal and were to be expected. Perhaps we had misaligned expectations per the project and how it would unfold. In regards to financial implementation the roll out is something that's being evaluated and whether or not we are prepared to go live in July. No doubt working remotely will have an impact on the timeline. It's too early for commentary on if the project will be delayed.

In respect to custodial workers maintaining our office buildings and particularly will they be disinfecting our spaces?

The understanding is that protocols have been developed and they are asking custodial workers to follow the protocols.

Do you know when a decision might be made regarding pre-commencement and commencement?

Those decisions would come out from the Provost's office.

Are there any different protocols in place for SLU employees in the West Pavilion?

Not that Mickey is aware of.

(End of questions Mickey answered)

Mickey's final comments: We still have issues that the university is working through as they are communicated. There will be continued communication from Dr. Pestello in the days and weeks to come. Also, if anyone encounter any issues, concerns or problems please send a note to hr@slu.edu. We will all get through this together and thank you for giving me this time.

Questions Cyn Wise answered:

Do we know how long the work remotely will last?

No not at this point; it changes from day to day.

Is there a plan for parking?

Parking is being addressed but I don't have an answer for that yet.

Are there any discussions of lay off?

Not that I know of.

Monthly Spotlight: Tim Hercules, INTO SLU Executive Director: INTO SLU Program overview

For those who do not know, Tim has been working closely with the Office of International Services, supporting international students them during this challenging time. During this time, many know that international students on campus are not able to return home. They could complete a form with Residential Life declaring their need to stay on campus. So, we having been working with those students trying to help and support them. 50% of our internationals students have chosen to stay in St. Louis while the other 50% have decided to return home. Returning home presents several challenges for students who must prove they are fit to fly home and require certificates of testing from Student Health and Counseling Services. Once the international returns home, they will be quarantined so they will have difficulty attending on-line class, so we are working with faculty and advisors on this challenge. There is also a challenge for faculty to teach; there are a

great variety of time zones to consider. We are doing our best to support all our students as a united community.

Announcements:

There have been several nominations for next year's SAC Executive Board. As soon as everyone who has been nominated is contacted, we will be sending out the official ballot.

Our next scheduled meeting is Thursday April 16 where our Spotlight will feature our annual visit from Dr. Pestello and his Vice Presidents. Because of time a Google form will be released so we can gather questions. In the past, with an open Forum, we find we cannot get more than a couple of questions answered in our given time allotment. So SAC officers will gather the questions and combine like issues for our guests.

Next Meeting: Thursday, April 16, 2020

Via ZOOM

12:00 – 1:15 PM

Adjournment: By Cyn Wise at 12:50 P.M.

Staff Advisory Committees and Representatives – 2019-2020

· Staff Advisory Sub-Committees

By-Laws Committee – Kathy Barbeau, Sue Stevens, Rita Stites, Cyn Wise

Community Outreach – vacant

· Service/Events Committee

Food Truck Rally – Stacy Mack, vacant

· University Committees

Campus Recreation Advisory Committee – Robert Pampel

Cura Steering Committee – Sue Stevens

Faculty/Staff Feedback Survey Task Force – Sue Stevens

Grassroot Working Committee – vacant

Honorary Degrees & Special Recognition Committee - vacant

Parking Issues – Matt Campbell

President's Advisory Council – Sue Stevens, Cyn Wise

President's Diversity Council – Sandra Cornell

University Leadership Council – Cyn Wise

Tobacco Free Workforce – Ellen Weis

Workday Transition Committee –vacant

· Board of Trustee Committees

Academic Affairs – Ellen Weis

Development – Cyn Wise

Business and Administrations – Sue Stevens

Marketing and Branding – Rhonda Arl

Mission and Identity – Sandra Cornell