Staff Personnel Committee
Gustavus Adolphus College
Minutes of April 11, 2012

Representatives Present:
Kirk Beyer (Human Resources); Tracey Peymann (Academic/Admin Support); Rick Dahn (Custodial); Mike Kolek (Custodial); Victor Cerritos (Marketplace); Jeri Miller (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)

Chair Mike Kolek called the meeting to order at 8:35 am.

Approval of March meeting minutes – everyone received a copy.
- Under Physical Plant department report, a change was made regarding the note about the Coneflower Prairie Project (typo said Colin Flower, also didn’t note accurately the status of the project). Updating to note that they are building a small parking lot and interpretive garden, in addition to the Coneflowers already present. Dedication will be in the Fall.

Last month’s minutes approved as amended.

Kirk Beyer’s report:
- April 4th; second day of enhancement days. Considering it was Spring Break, pretty good turnout. Unfortunate had to move it but those that were able to make it were appreciative. Good comments about Kathi Tunheim’s presentation.
- Benefits – Benefit enrollment meetings Tues, April 24 12:30 and 2:30; and Wed April 25 8:30am and 10:30am in the Heritage room. Packet will be coming out shortly.
  - Benefits themselves are not really changing – not changing deductibles, co-insurance. Only thing changing are rates – having a modest increase. Did not have good year from claims perspective. More than doubled our high-dollar claims. Five claims that together exceeded a million dollars. Would have gone up 15.4% if on our own, but because of Co-op will only see 5% increase. College will pick up biggest percentage of that increase.
  - Next year, have no idea what is going to happen. With Supreme Court Health care decisions pending. Met to hear testimony on different parts of the act, expecting to hear decision from them sometime in June. What they are deciding is whether requiring all citizens to purchase health insurance is constitutional. Constitution gives Congress power to regulate commerce, what’s contested is by requiring, that’s going beyond regulating commerce to initiating commerce. If they decide it’s constitutional, things will move forward the way the law has stated. If they determine that it is not constitutional, then next decision is does that mean the whole law is overturned or are there certain provisions that will move forward. If whole law kicked out, some things we currently have when it came in would be jeopardy. Such as: there never being a lifetime maximum; insuring children
up to age; no pre-existing conditions was part of the law. If they do determine it’s not constitutional to require purchasing insurance – all those provisions were predicated on actuarial assumptions that everyone would be purchasing the insurance. Big decisions coming up.

- Certain things that we can’t wait for in terms of that Supreme Court Decisions. Starting Jan 1 2013, reimbursement accounts can’t be more than $2500 for the calendar year. Thinking of different ways to approach it to lessen the effect on employees. Good time to go ahead and do changes to planned years. Currently medical is June 1 to May 31. Looking at moving that to July 1. Reason is that the Co-op is on a July 1 year, has caused some disruption in claims processing because we’re the only one that would make changes a month early. In the past, and because people late to get enrollment info in – changes weren’t recorded on the books and if claims came in, were processed under the old way and then they’d have to be re-processed. Changing to July 1 year to coincide with the Co-op would be good thing, less confusing to employees. Going to be making that change. Another change is that the reimbursement account – change that year, instead of 12 month, going from June 1 – Dec 31 instead of June 1 – May 31. During that 7 month period, can elect to have up to $4000 in their reimbursement accounts.

- Another enrollment for the reimbursement accounts starting January 1. Moving the dental insurance from June 1 to Dec 31st – but will be 19 months that we enroll that for. Fewer regulations for dental regulation than health. Can have 19 month year for dental – sign up once and it will go for 19 months through Dec 31st 2013. Life insurance, moving to the calendar year. Accidental Death and Dismemberment will go to calendar year. Will benefit employees – 19 month year, premiums go up as you get older, so individuals not in that 5 year band of premium increases, will get to keep the younger age/amount for 19 months. Dependent care – pretty much on calendar year anyway. Those are the main changes making in terms of plan years. What got the ball rolling was the Obamacare requirement.

- Other change – going to online enrollment. Everyone will have to enroll online. Will be an enrollment packet and will have some sessions for individuals who don’t have computer access or would like to be walked through. In Olin hall room 124B. 8am-10am May 2nd and 2pm-4pm May 3rd. Also set up a computer in the human resource area where can get access there. One thing very different – those individuals who have been late in enrolling, if they don’t have their stuff in by May 9th – automatically going to default to what they had the previous year. Won’t be able to make any salary reductions for dependent care or medical reimbursement.

  - Q: For those that don’t want to change, do they just not turn anything in?
    - A: Suggest that they should revisit that every year. If they decide they don’t want to do it, it would default. If you want any dollar amount – have to do every year. Won’t automatically do the same amount the following year without submitting.
Q: May 2nd 8-10am; how many people can they handle at one time if whole department comes that time?
   - A: Not sure, more than one machine. Most time consuming would be if person hasn’t ever set up WebAdvisor account – that’s going to be the thing that is the slowest in terms of setting that up.
   - Info went out once about that (needing to be set up in WebAdvisor) and will be sending it out again.
   - Q: Do you know how many still need to sign up?
     ○ A: Don’t have any way of knowing that.
   - Quite a few in Custodial that won’t have it. Can get Web Advisor set up any time in HR.
Q: If your age increments go up 45-50 and turn 51; that person will have to be on computer? Money change?
   - A: Premium increases will be automatic. If by June 1 you haven’t gone into that, will have for 19 months and won’t have to worry about premium going up. If they’re in new band right now – will have to pay higher premium. Premium is calculated automatically. If they have 10,000 for voluntary life now, that amount does roll over.
Q: Dental Premiums – are they prorated for 19 months rather than 12?
   - A: No, monthly amount will still be the same. Annual premium will stay the same. Not getting 19 months of coverage for a 12 month premium.
Enroll in June and then again in December. Re-enroll some things at end of December – dependent care reimbursement. Catch up year. Dental, instead of re-enrolling in December, we get to just enroll once now in May, and that takes us through the year and a half until next year. Enrollment period will be in middle of year, but coverage for full year. Next year when we enroll – enroll May/June timeframe for health insurance only that starts July 1 for 12 months. Then in October, if want to make changes to dental and Health Reimbursement Account, another enrollment at that time.
Q: Will health insurance ever go to December?
   - A: As long as we stay with the consortium that we’re in wouldn’t see us changing that. Wouldn’t know what the premiums would be until July. Would have to guess for a whole half a year without knowing what the premiums are going to be going up. Would be guessing games and could charge too much or too little. Most of members in Consortium are K-12; they negotiate their contracts, their fiscal year starts July 1. That’s why tied to that date, unlikely to change to change their fiscal year.
A lot of people don’t understand what they have for Health Insurance. Don’t realize they have an HRA.

- Health Reimbursement Account – College sets up $750 for the first two people in the family. If you have medical expense covered by the plan, for the first $750
- 2000 deductible plan, but only have to pay out of pocket for 1250 out of the first 2000, which applies to your deductible also. Those on 5000 plan, costs them $360 a year, get $750 in their reimbursement account; why wouldn’t you do it? If you don’t use all of that, half of that carries over to the next year. If you don’t use all that money, could almost cover a whole deductible. Insurance is through Blue Cross, College reimburses BCBS dollar for dollar. Helps to keep our premiums down – higher deductible, lower premium. Self insuring that first $750.

- Federal and state regulations have to follow – gets difficult to make sure you’re in compliance with everything.

- Other issues: Faculty with government contracts – research, science faculty – contract over 100,000 have to have full blown affirmative action plan. We’re talking about how we’d implement this, because as College looking for more ways to bring in revenue, looks to viable way to increase revenue and message to students that research is important. Requires all applications be online and come through so can get affirmative action counts. Could change dramatically – would even be temporary employees; during summer. Would have to go through online process to apply. Big project – see happening sometime in not too distant future.
  - Subcontractors would also have to follow regulations; if those students were working on anything that had to do with contract that we have.
- Cadillac tax – employer has to pay a tax if they pay more than 10,000 toward family benefits. If employees have to pay more than 9 1/2% of their earnings, could go to an exchange and buy insurance through a state exchange for pre-determined rate.
- Exchanges would have to be set up right away – won’t be able to happen that fast. If employee decided to go on exchange, then college would have to pay govt. $3000 for each employee that went on the exchange.
  - Dental benefits will stay the same this year.

**Department Reports:**
- Bookmark/Library/Post Office – no representative present.
- Custodial –
  - GustieWare – bins were put out in the dorms. Who is responsible for those; maintenance of them? Full and things sitting around them.
- Not sure – a student met with Steve. There is a notice on TV screen on if you want extra money pick up Gustie ware. Jeri will check with Steve. Anyone can bring them back.
- Don’t know who put them out – student had a project they had to do for class. Assignment for that project – not sure if class is over. Kids liked it, full in 2 days. Half of them have food in them.
- One in entryway of North and Sorensen; somebody did pick up and take them away before break; were emptied before break. But tubs are still there.
- In Sohre, they aren’t picked up. Full in the entry right away.
- Find out who to contact if it’s full. Email or call Jeri (x7608) so she can follow up if they are full.
  - Recycling – signs were put up during Spring Break. Some have disappeared. Also going to put listing of everything that’s recyclable on the Physical Plant page. They’ll make sure that at beginning of school year replace missing ones. Meeting with CFs, can go over importance of not putting paper in the plastic one and vice versa.
- Marketplace –
  - Getting busy with things coming.
  - Will show notes to Steve about GustieWare questions.
- Physical Plant – nothing to report.
- Campus Safety – nothing to report.
- Academic/Administrative – nothing to report.

**Old Business:**
- Elections –
  Jenny Tollefson will be new Academic/Administrative support representative replacing Anna Lokensgard.
  Anna Mae Barklow will be the new Custodial representative replacing Rick Dahn. Will be invited to attend the June meeting.
  - Admin ballots – there was typo listing Jenny’s potential term, it said “I elect Jenny Tollefson to a 1st term as Representative on the Staff Personnel Committee, for a 2-year term through June 2012” instead of saying ‘beginning June 2012’ or ‘through June 2014’. One person circled and said ballot wasn’t valid and wrote-in an alternate candidate. Contacted write-in candidate who did not wish to serve/have a run-off election. Since all other ballots affirmed Jenny’s election and suggested alternate did not wish to serve, will affirm election results for Jenny as incoming representative.
  - Put off by-laws discussion again until next meeting in May since we’re almost to the end of allotted time in this month’s meeting and there aren’t any urgent issues with the By-laws.

**New Business:**
- SPC Box: Nothing was in the box except the election ballots.
Announcements and Reminders:

- Next meeting May 9th.

Call for Agenda Items for Next meeting:
- Reviewing bylaws for any needed updates, changes.

Motion to adjourn & seconded 9:25am.

Next meeting Wednesday, May 9th in the 49'er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22