



The University of Georgia

Staff Council

Making a great place to work even better!

October 7, 2015
Miller Learning Center Room 267
2:30PM

The meeting was called to order at 2:33 pm by Staff Council Chair, Michael Lewis.

Roll Call

Members in attendance: Devin Arnold, Deborah Baker, Jason Bedgood, Teri Berryman, Ricky Boggs, Kaelin Broaddus, Debi Chandler (via sub), Kelly Cona, Anjali Dougherty, Melinda Eades, Elmer Gray (via sub), Michele Griffin, Melody Herrington, Norma Holliday, Pattie Holly, Holly Ivy, Stuart Ivy, Melissa Jackson, Marcus Jennings, Jenna Jones, Laura Kelley, Kristen Lawrence, Michael Lewis, Marie Mize, Maureen O'Brien, Maggie O'Brien, Laura Richard, Kyla Sterling, Carly Surratt, Kristi Wall, Tokesha Warner, Shialoh Wilson

Members absent: Mandy Brogdon, Victoria Cooper, Greg Eidson, Kat Farlowe, Stefani Hilley, Christine Jepsen, Brenda Keen, Mary Moore, Mark Robinson, Sherri Stephens

A quorum was present.

Minutes: Minutes from September were approved without comment.

Members of the Staff Council voted unanimously in favor of modifying the agenda to let the guest speakers talk next.

Guest Speakers: Taylor West and Carol Bugg

Ms. West and Ms. Bugg are Benefit Coordinators in Human Resources. They provided Staff Council members with printed booklets titled *Empower Your Life with Smart Choices: 2016 USG Comparison Guide* and shared some highlights from the upcoming open enrollment:

- Open enrollment occurs November 2 through 13.
- Open enrollment should be easier this year. Employees do not need to re-enroll if they want their coverage to remain the same as last year.
- However, any employee with a flexible spending account does need to renew it on the open enrollment web site. Health savings accounts do not need to be renewed, they will roll over.

- Premiums have increased. The Board of Regents has been trying to equal out the employee contribution across all health plans, so some plan premiums have increased more than others.
- New: BCBSGa LiveHealth Online will be available to Comprehensive Care and Consumer Choice HSA plan members. LiveHealth Online provides 24/7 virtual doctor visits via any computer or mobile device with a camera.
- New: CVS MinuteClinic office visits will be available to Comprehensive Care, Consumer Choice HAS, and BlueChoice HMO plan members. Although there are currently no MinuteClinics in the Athens area, they are available in the Atlanta area and throughout the United States and can be accessed when employees are traveling.
- To comply with the Affordable Care Act, HSA plans will see a decrease in the out-of-pocket family maximum from \$7000 to \$6850. This is the point at which the plan will pay 100% of medical expenses for the remainder of the year. HSA family contribution limits have increased from \$6650 to \$6750, the contribution limit for an individual remains the same. Employer match remains the same.
- Dental premiums have increased; coverage remains the same.
- No changes to short term disability plan or premium, but Ms. Bugg reminded us of the new rule that if an employee files a claim and is approved for short term disability, that employee has the option of banking sick and annual leave time. Sick and annual leave do not need to be exhausted before an employee qualifies for short term disability.
- Long term disability premiums have increased. Ms. Bugg encourages all employees to enroll in long term disability.
- New insurance cards will be mailed only to employees who change plans, or Kaiser Permanente plan members.
- Castlight was launched last year and is the online tool for all Consumer Choice HSA and Comprehensive Care plan members. Based on claim information uploaded by members last year, Castlight can help members make decisions about which plan is more affordable in terms of premiums and out-of-pocket costs.
- Retirees 65 and over and on Medicare will transition to Aon Hewitt's private exchange. Employees retiring in 2016 need to notify HR at least 3 months before their retirement date to allow for this transition.
- Dependents of retirees 65 and over will not lose current coverage.
- Employees who are struggling to get reimbursed for out-of-pocket pharmacy expenses should call Carol Bugg at HR. She will help get a resolution.
- Employees who want to increase the amount of supplemental life insurance can do so during open enrollment. 1x, 2x, and 3x an employee's annual salary are available without Evidence of Insurability (EOI). Coverage 4x up to 8x an annual salary require an EOI. It can take up to 3 months to be approved or denied. Premiums are not deducted from paychecks until approval is confirmed. If an employee is denied an increase in coverage, they will not lose existing coverage.
- *Empower Your Life with Smart Choices: 2016 USG Comparison Guide* will not be mailed out, but can be picked up at HR or at the Open Enrollment meetings at the Georgia Center and the Chapel.

Staff Council Committee Reports

Needs and Concerns: Laura Rhicard reported that the committee had met since the last Staff Council meeting. Elmer assigned a committee member to monitor the traffic issue on south campus.

Communications: Melinda Eades reported that the committee will meet immediately after the Staff Council meeting. Michael Lewis offered a goal for the committee: to get the UGA Staff Council web site in compliance with UGA web site guidelines.

Health and Safety: Devin Arnold reported that the committee had a lunch meeting and discussed health and wellness resources around campus. The committee would like to create a single area where UGA faculty, staff and students could access these services. They also discussed tree limbs falling on vehicles. UGA's stance is the university is not responsible for what the trees do and are not responsible to pay for damages. The committee wonders if there is a system in place to report dead trees or those that pose a threat to parked cars. Michael Lewis shared that a colleague in his department had a tree limb fall on her car and USG paid for the damage. A lively discussion followed and members shared stories of colleagues who have incurred damage for which UGA declined to accept responsibility.

Benefits and Classification: Deborah Baker reported that the committee will meet immediately after the Staff Council meeting.

University Council Committee Reports

Strategic Planning: Anjali Dougherty shared these minutes:

The first meeting for the fiscal year was held on September 29, 2015.

After introductions by the members, Jerry Legge, Associate Provost for Academic Planning, reviewed the Committee by-laws to verify that the membership of the Committee met the stated requirements. Additionally, he also reviewed the charges to the Committee as stated in the by-laws.

Dr. Legge explained that the Office of Academic Planning will cease to exist upon his retirement effective 1/1/2016. The existing functions of this Office will be absorbed by the Office of Faculty Affairs (Sarah Covert, Associate VP), Provost's Office (Russell Mumper, Vice Provost) and Allan Aycock, (the current Director Assessment, Office of Academic Planning). The Strategic Planning Committee will be administered by Dr. Mumper upon Dr. Legge's retirement. Dr. Mumper, who was in attendance at the meeting, stressed the importance of the Committee's activities toward meeting the University's accreditation requirements.

It was noted that the Committee by-laws would need to be revised once the position of Associate Provost, Office of Academic Planning, was eliminated.

Malcolm Adams (Professor and Department Head of Mathematics) was elected to continue serving as the Chair of the Committee by the four faculty members present at the meeting.

As there were several new members on the Committee, it was decided that the members from last year will work on putting together a summary of what was learned and

discussed in the prior year. This summary is to be used as a starting point for the current year's agenda. It was noted that proposing revisions to the current Strategic Plan was one of the actions available to the Committee.

Dr. Covert made a presentation on the goals and functions of the Office of Faculty Affairs and discussed some new functions and initiatives that will be put in place this year. She also explained in detail about several new workshops that were being developed or had occurred as part of the Office's Faculty Development Program initiative.

Human Resources: Brenda Keen was not in attendance but had submitted this preliminary report:

The committee met at 2:00 p.m. on October 6 in the Training & Development Building. Dr. Michelle Cook had shared the Executive Summary of the UGA Faculty Salary Study with the committee beforehand, but was unable to attend the meeting due to a death in her family. Dr. Lynne Billard, who has advised the committee about statistical accuracy in salary studies in the past, gave a presentation about concerns she had about the study's methodology. After discussion, the committee voted to request a copy of the full report and the code used in its regression model. Chair Brenda Keen will send the request to Dr. Cook. Dr. Billard agreed to review the code and report her conclusions to the committee.

After discussing tuition assistance benefits for spouses and dependents of employees, the committee passed the following motion:

The University Council requests that the University System of Georgia study and offer tuition assistance benefits to spouses and dependents of system employees. (An Appendix giving preliminary background information and tentative recommendations will be attached to the motion.)

Brenda gave a brief report on problems with short-term disability and health insurance that had been reported to her; Juan Jarrett said he would look into those and get back to the group.

Vice Chancellor for HR Marion Fedrick visited the University System of Georgia Staff Council annual conference in Columbus on September 30, and Brenda was able to speak to her about the parental leave proposal passed by University Council last year. Ms. Fedrick said the proposal had never reached her, so Brenda sent it by e-mail on October 2. The committee agreed to table discussion on parental leave until we hear from Ms. Fedrick.

The meeting adjourned at 3:15. Full minutes of the meeting will be sent at a later date.

No other committees were called upon to report.

Chair's report

Michael shared that the University Council announced some new programs, renamed some existing programs, and changed the day that test grades are due before Maymester. Grades

had been due the Monday that Maymester started. They are now due on the Sunday before Maymester begins.

UGA Foundation's Board of Trustees met October 1 and 2. Kelly Kerner reported that the Capital Campaign has been so successful to date that the goal amount will be increased. The Board of Visitors, a new group out of Atlanta that brings distinguished visitors to UGA to showcase the university's accomplishments, reported that the group is recruiting new members. President Morehead spoke about the increasing caliber of UGA students, and the faculty hiring initiative. In the last year, the University has hired 12 new interdisciplinary faculty members, 5 internationally-recognized scholars, and 3 new Georgia research imminent scholars with expertise in human health research. 9 new tenure-track positions in informatics will also be added. By fall 2016, 56 new faculty will be hired and 319 new sections will be added to reduce class sizes (some from over 100 students down to less than 30).

The Campus Climate survey, now known as Count Me In, will launch October 20th when all faculty, staff, and students will be invited to participate. The survey will be completely confidential, but will need to be finished in one browser session. In order to make policy from information gathered through the survey, there needs to be at least 30% participation. Everyone is encouraged to complete the survey. Once the survey is completed online, participants will be redirected to a web site to register for prizes.

Old Business:

No old business.

New Business:

UGA Staff Listserv. Stuart Ivy requested for help in dealing with violations to the UGA Staff Listserv (posting things for sale or rent). He polled the members of the listserv as to whether the list should be moderated, which would mean someone would review the postings to make sure they were appropriate before posting, or if penalties for violators should be harsher. Members responded that first time violators should be suspended for a period of 1 to 3 months.

Stuart proposed that the punishment for first time violators be changed from a warning to a 2-month suspension, and asked for Staff Council input.

Michael Lewis asked if such a suspension would include reading as well as writing listserv postings. Stuart said he would ask Joe about that.

Stuart also shared a suggestion that the listserv be filtered for words such as "selling" or "rent" so any post including those words would not go through. However, these filters would eliminate postings for nonprofit fundraising groups such as Girl Scouts.

A lively discussion followed. Kristi Wall asked if a violator would be automatically reinstated after the 2 months were up. Stuart said yes, he would use a calendar entry to manage that. Michael asked Stuart what he wanted to do. Stuart said he would like to start suspending first time violators for 2 months.

Michael asked if Stuart was making a motion to modify the rules of the UGA Staff Listserv (of which the UGA Staff Council is the owner and operator), to remove subscribers who post in

violation of the policy for 2 months for the first offense, 1 year for the second offense, and indefinitely for the third. Stuart agreed that he was making the motion. The motion was seconded and approved.

Ad hoc committee for staff women leadership. Kyla Sterling shared that after the September Staff Council meeting there was discussion of forming an ad hoc committee to address concern that staff were being excluded from the Women's Leadership Initiative at UGA.

Michael suggested that an ad hoc committee should have a stated goal and that once that goal was reached the committee would disband. Kyla said the initial goal would be for the ad hoc committee to formally express their concerns to the Women's Leadership Planning Committee. Tokesha Warner shared that the long term goal of the ad hoc committee would be to make sure that the Provost's Office has a leadership plan in place for women staff just like there is for women faculty. Laura Kelley shared that while the Provost's office supports such a plan, Juan Jarrett and his team in HR would manage it.

Michael shared that the latest initiative he was aware of did not disenfranchise staff because it included department heads, deans, and *directors*. Tokesha stated that those positions are faculty appointments. Kyla said that the Provost wants this initiative to be inclusive across campus, but there hasn't been a space created for staff yet. Anjali said that the only staff member on the planning committee was from HR.

Stuart Ivy asked if this topic was an ongoing concern and should be assigned to the Needs and Concerns committee. Michael agreed. Kristi offered that there was an immediate need because of the current and early stages of planning by the Provost.

Michael shared two concerns: 1) he believes the topic is already being addressed and wants Staff Council input to be respectfully submitted and backed up by examples, and 2) he doesn't want people acting under the aegis of Staff Council without official sanction. He wants to see a formal committee formed before discussions are held.

Tokesha moved that the ad hoc committee be formed, and Carly Surratt seconded the motion. The motion carried. Michael requested that the committee send him an email with committee member and leadership names, and also a charge.

The meeting adjourned at 3:56 pm.

Next Staff Council Executive Committee meeting 3:30pm Tuesday, October 27, 2015, Georgia Center, Room A.

Next Staff Council meeting 2:30pm November 4, 2015, MLC Room 267.