

# Staff Employee Advocacy Council

Regular Council Meeting: October 13, 2021

## Agenda

Attendance: See "2021–2022 Attendance" spreadsheet

Excused: Jennifer Zatarski, Jessica Wilson, Donelle Henderlong

- A. Welcome/Call to Order - **Done!**
- B. Approval of Minutes from September, 2021- **Done**
- C. Guest Speaker - Mike Tyler, Associate Provost of Graduate & Online Education
  - a. First place to invite him to come and speak to a staff group. :)
  - b. Psychologist by training.
  - c. We have more masters degrees and doctoral degrees on this campus than most people are aware of. One in Business (MBA), and others are scattered between CONHP (DNP, Grad in Nursing, PA, OT etc.) & A&S (Mental Health Counseling, Computer); None in COE. Most are on-ground full-time. We have some fully online. MBA can now be completed entirely online. MPH can now be completed fully online. Expect to move more in that direction in the future. Currently about 425 - up from last year. This year we had a good international enrollment - 90 new students! Most are in IT. We are about 15% of the university budget. We anticipate that it will grow. In about 2028 the HS graduates in Indiana will peak and then they will drop. We may peak later than some surrounding states. If we want to maintain it, we have to maintain graduate programs. We will be fighting increasingly for UG students.
  - d. Moving forward: For a number of years we have considered ourselves a small, UG, residential liberal arts institution. We never marketed graduate education or grew out faculty or thought of it as part of the strategic objective of the institution. We are ready to do that. We have a solid base of about 20 programs. We have to take advantage of those programs to help them grow. Optimize what we have. On the UG side, we talk about funnels. Identify sophomores and start marketing to them. We don't seek them out nor do we have the infrastructure to do it. We are in the process of building out the infrastructure we need to attract those students. Most start their search through Google. Start with something generic. Working on the website so it comes up toward the top of search results. Build out a communication plan. Tracking so when people come to our website, they will then see more advertisements in other places. Series of strategic, new

emails. May take about six months to get these things in place. Target is Fall 2022.

- e. Also looking at where the market is moving. Trends: Face-face programs in almost every field are declining. Online programs are increasing. If we don't move online we will shrink. Need to go where the students are. Our job is to figure out how to protect the quality and reputation of what we do. Anticipate over the next few years we will roll out a couple of online programs every year. This may be existing programs that are shifting. Others may be entirely new.
- f. What students seem to want and what employers seem to want don't match very well. Can't just rely on what employers want but also can't invest in things employers don't care about.
- g. Will evaluate where we are in the Fall and go from there.
- h. Qs/rumors:
  - i. Not closing graduate programs!
  - ii. Do we have a plan for non-traditional/adult learners?
    1. Academic programs are owned by colleges. Working with Program Directors & Deans to help them understand where we may have opportunities to change to be friendlier to part-time, adult/working students. Adult students like shorter classes - like 7 weeks where they can take two a semester but then take one at a time and focus. Helping to educate them about the market and what learners want.
    2. International students: need support, housing, meals; adult students are similar. We have to find ways to build out systems to support that. Need bursar office open until 8 pm - adult students can't come during the day.
  - iii. Tech (& tech people) infrastructure!
    1. Recommended some hires to come to keep moving forward. Looking for someone in instructional tech.
    2. Blackboard wants to be on the cloud!
    3. What's the tipping point to be able to afford what we need to do?
  - iv. [Enrollment website](#) - at bottom of the report, there are grad numbers. Not broken out by number. Will be working to change enrollment reporting. Including domestic/international, college, program, funnel and their progress/each step.
    1. Intl - 15% admits come (can't get visas, go elsewhere, financial) - very different from domestic
  - v. Early entry programs?

1. Pieces are Brian's domain on the UG side and will need to decide about what will attract students. Parents like it, but students aren't as excited. We will continue to make sure we have advising pathways. Looking to build more pathways with other institutions that may have strong UG but no grad. - PA works really well, but they need it and there's more pressure to keep going and finish.
- vi. Marketing to current UG Jr/Sr?
  1. A little going on. Hired external consultants to analyze the student population. Attracting as many of our own as we would be able to - it's actually pretty good for a school our size. We have good quality graduate programs for professionals as opposed to research/for academics
- vii. Certificate programs?
  1. Fastest growing level of graduate education. Growing, but actually a really small market. Also, financial aid only applies to degree programs. Trying to figure out how to develop so that they economically make sense for students and for the institution.
  2. We may not want to have the same admission criteria. There may be different types of students in the same class.
- viii. Housing?
  1. Grad students are offered space on campus but they typically choose not to.
  2. INTL grad students: we admit in May-July - they don't get an I-20 & visa until July-Aug and arrive even after classes have started. Hard to plan. Contacted a group we knew that didn't have housing. Offered a building at a large discount. Turned us down. Trying to find ways to meet the need.
  3. For Spring we have some communications going out as INTL students are admitted with links to apartment complexes, rental agents, and options as well as info on the other building we had offered.
  4. If we get back where we'd like to be - i.e. 300 a year, that tends to roll the housing over. The market has been rough for us.
  5. If someone has extra money, build duplexes and rent them out!
- ix. Invitation to come visit & talk. Introvert, but friendly!
- x. Be kind to adults on campus. (Undergrads are like puppies)

#### D. Executive Committee Report

- a. Met 10/4, talked about Faculty Senate/SEAC Lunch (more on that below), Coffee Break (125!), Trunk or Treat (BILLBOARD), Subcommittee Budget requests, and Agenda for the Admin meeting
- b. Budget: Starting Budget: \$7,284.22  
September - Staff Breakfast: -\$625.00  
Remaining Budget: \$6,659.22
- c. Subcommittee Budget Allocation for remaining fiscal year:
  - i. Development: \$1,750
  - ii. New Employee: \$750
  - iii. Recognition: \$300
  - iv. Exec Team/Misc: \$300 - rainy day fund
  - v. Appreciation/remaining balance: \$3,559.22

#### E. Administrative Meeting Report

- a. Met 10/5
- b. Shared SEAC Updates
  - i. Budget Allocation Update
  - ii. Coffee Break Results
  - iii. Ad Hoc Committees
- c. New/Continuing Items
  - i. Request to revisit conversation about campus communication to staff
  - ii. Strategic Planning Update - there will be theme teams forming and opportunities for many to be involved with that. Anyone interested in those once they are determined are encouraged to let Kevin Goebbert know.
  - iii. Ongoing VP searches- VP for Mission, Church & Ministry - hope to be complete by January, Finance will have semi-finalist interviews in late October/early November
  - iv. Inauguration - This is an opportunity to bring people on campus, show off our campus, have engagement with the wider community. This is intended to be a great event and a celebration of getting to the other side/pivoting after an extremely challenging time. - Erin & Jess are planning some of the fun!
  - v. Athletics - working on ways to encourage people to join and make games more fun. Will be serving beer and wine at some sports games. If we have thoughts or ideas on how to make these more enticing, please share!
  - vi. Trying to start a new tradition in acknowledging Homeless Jesus sculpture when you walk past in whatever way works for you.

1. Morning prayer is NEVER cancelled. And it's recorded!

F. External Committee Reports

a. Campus Community Policy Committee (CCPC) — Brett

- i. No meeting yet
- ii. Homework: Student Senate will start surveying parking. If anyone that has been on the Parking subcommittee or has data/info and is interested in helping, that would be appreciated.
- iii. Hopefully everyone who needs to be included is on the invite.
- iv. Pass along any agenda topics for the next meeting.

b. University Council — Sue

- i. Met on Sep 22, 2021
- ii. Voted in the executive committee
  - 1. Chair: Jennifer Winquist (faculty)
  - 2. Vice Chair: Brett Calland (staff)
    - a. Staff: (2) Justin Hunt and Brett as Vice Chair
    - b. Faculty: (4) John Ruff, Allison Schuette, Nelly Zamora-Breckenridge, and Jennifer as Chair
    - c. Student: (2) Chris Grimpe and Monica Magallanes
- iii. Voted that regular UC meetings should continue to meet via Zoom this semester.
- iv. Sent out a planning survey asking:
  - 1. What topics/issues would you like to see the University Council discuss?
  - 2. How could we make the University Council more useful for you and your constituents?
- v. Voted to move the first UC meeting to September rather than August. Student organizations aren't established yet.

c. Investment Oversight — Recommendations??

- i. Justin was nominated!
- ii. We really really really really need someone to do it.

d. Fringe Benefits — Kevin

- i. University wants to move closer to a 70/30 employer/employee cost split. Currently 72/28. This figure represents the overall cost share, NOT actual.

**Actual employer/employee cost split**

**PPO**

**HSA**

Employee (<\$30K) No PWP (69/31)

Employee (<\$30K) No PWP (78/22)

Employee (<\$30K) 1 PWP	(74/26)	Employee (<\$30K) 1 PWP	(84/16)
Employee (>\$30K) No PWP	(55/45)	Employee (>\$30K) No PWP	(63/37)
Employee (>\$30K) 1 PWP	(64/36)	Employee (>\$30K) 1 PWP	(73/27)
Employee + Spouse No PWP	(55/45)	Employee + Spouse No PWP	(62/38)
Employee + Spouse 1 PWP	(60/40)	Employee + Spouse 1 PWP	(67/33)
Employee + Spouse 2 PWP	(64/36)	Employee + Spouse 2 PWP	(72/28)
Employee + Children No PWP	(56/44)	Employee + Children No PWP	(64/36)
Employee + Children 1 PWP	(62/38)	Employee + Children 1 PWP	(70/30)
Family No PWP	(62/38)	Family No PWP	(69/31)
Family 1 PWP	(64/36)	Family 1 PWP	(73/27)
Family 2 PWP	(67/33)	Family 2 PWP	(76/24)

**Cost increase per pay period**

<b>PPO</b>		<b>HSA</b>	
Employee only (<\$30K)	\$ 4.90	Employee only (<\$30K)	\$ 3.89
Employee only (>\$30K)	\$ 7.08	Employee only (>\$30K)	\$ 6.06
Employee plus Spouse	\$14.20	Employee plus Spouse	\$12.17
Employee plus Children	\$11.77	Employee plus Children	\$10.05
Family \$19.56		Family	\$16.32

Link to Contribution Document shared by Scott Harrison:

<https://drive.google.com/file/d/1YfZj4iScFFn0CCoflAxRTC-mgkIQS3M/view?usp=sharing>

- ii. *After reviewing the costing I wrote to the committee: We have a reduced premium for the Employee only plan for people making under \$30K; and I fully support this. As an advocate to all staff, I would like to see a reduced rate schedule for employees w/ children as well (if there are any) that earn less than \$30K annually. If an employee living on their own has the benefit of reduced premiums; shouldn't a single parent raising a family be offered the same consideration?*

Tim Malchow (Faculty representative) wrote that he agreed. The administration did not respond.

- iii. Plan is staying with Anthem
- iv. (Optional) Edison Healthcare - Highly rated hospitals for surgeries - **no extra charge.**  
Examples: Mayo Clinic [Rochester, Minnesota • Jacksonville, Florida • Phoenix & Scottsdale, Arizona], Cleveland Clinic [Cleveland, Ohio], Mercy Hospital Springfield [Springfield, Missouri]. Ochsner Health System [New Orleans, Louisiana], Boston Children's Hospital [Boston, Massachusetts]
- v. Switching Life insurance provider from Cigna to Lincoln - rates will remain the same and will be locked in for 3 years. - **Cigna wanted to increase rates. Will now have the option to add your spouse!**  
\$1 / pay period deduction for basic \$50K coverage will not change.  
You can get coverage on a spouse up to \$40K.
- vi. 403(b) Sliding scale for employer contribution.  
Employee 1% to 2% Employer 4% contribution  
Employee 3% and above Employer 6% contribution  
If you had a dollar amount rather than a percent contribution you need to convert before Jan 1, 2022.  
**GET PWP!!!**

#### G. Chief of Staff — Rebekah Arevalo

#### H. Internal Subcommittee Reports

##### a. Representation — David

1. Had 1st meeting and identified our recurring meeting dates.
2. Shared Google folder with committee for review of documents to update.
3. Started discussion on communication to campus for elections.
4. There are 10 seats for election/reelection in 2022.
5. **Will need a midterm election**

##### b. Staff Appreciation Events — Erin

###### i. Trunk or Treat - 10/28 5-7pm

1. Working on getting more departments involved, and campus community members (so far we have Chase Bank, AAA, Monster, Hilltop and Porter Co. 4H)
2. Will have a table at the start of the parking lot with bags, maybe some SEAC giveaways like glow sticks
3. Cassie will have cookies and cider for attendees
4. Will need volunteers to come and help at the SEAC table and running event. See sign-up sheet.

- ii. Once we get past Trunk or Treat we will be finalizing details for Santa at the Tree Lighting and planning for Spring semester events.
- c. Staff Development — Chloe
  - i. Set up a “Campus Sustainability Month” session with Julie Whitaker - Friday, Oct. 22nd at 11 AM in Alumni Room in Harre Union (in-person & providing a Zoom link to login virtually)
  - ii. Setting up a “Cyber Security Awareness Month” IT PowerPoint to distribute on the website in Oct.
  - iii. Ryan Cole and Chloe plan to partner up to get a mentorship program going - **target beginning of the year! Yay!**
  - iv. Continuing our mini-grants
  - v. Jennifer is setting up a professional development book club
  - vi. Partnering with Tristan/Northwest Health for a wellness event that will occur in early-summer
  - vii. Professional development LinkedIn lunch & learn event
  - viii. Creating a general professional development employee checklist
- d. Staff Recognition — Jennifer (Easthope - because there are two of us now)
  - i. Met Thursday, October 7th (in person and via Zoom)
    - 1. Selected Sept. 2021 EOTM: (drum roll) - **CONHP - Jodi Gass; Annex!**
      - a. Presentation will take place: Thur 10/21 at 12:30pm
    - 2. Discussed a need for a small budget
      - a. Tri-folds to faculty and staff to advertise SEAC and how to submit nominations
- e. New Employee — Ryan
  - i. Employee Welcome Bags
    - 1. We are currently deciding what should go into this bag. If people have suggestions let us know.
    - 2. We hope to drop the bags off to the individuals as a personal welcome
  - ii. Welcome Emails
    - 1. We will continue these with the addition of asking them to contact us so we can drop off a bag
    - 2. We hope to let the new employee know about upcoming events that would be a good place to connect with others on campus
  - iii. New Employee Checklist/Info for the Bags
  - iv. Ryan will be discussing Mentorship Program with Chloe



- f. Ad Hocs
  - i. Fac/staff relations - Erin
    - 1. Met and had lunch with Faculty Senate members (including chair)
    - 2. Shared our read of general temperature among staff
    - 3. Will plan a coffee break/meal to bring SEAC members, Faculty & Student Senate members together
  - ii. Shared Leave - **Continuing to meet & in-progress**
  - iii. NEW- VAST PDQ review
    - 1. Haven't met in-person yet
    - 2. Email communication with Rebekah - waiting for response
    - 3. **Have requested job descriptions**
- I. Old Business
- J. New Business
  - a. **Safety - Called Campus Health & Safety - Jason, HR, VUPD - revisit for next Admin**
- K. Announcements
  - a. Our next meeting will take place November 10, 2021
    - i. 2:30 to 4:30 in the Harre Union Brown & Gold Room
  - b. Blood Drive - 11/16 in the Community Room
  - c. [Inauguration Week!!](#) Check out all of the events - some of which are being put together with work from SEAC members! Many ways to participate and enjoy the celebration.
  - d. [Generosity Award Nominations](#) Due Friday (Ryan)
- L. Adjournment- **Done! Michael Beaver is REALLY in favor.**