

# Staff Employee Advocacy Council

Regular Council Meeting: August 9, 2023

## Agenda

Attendance: See "2023–2024 Attendance" spreadsheet

Excused: Julie Vick, Lindsey Mooneyhan, Jonathan Plant

A. Call to Order - Chloe Kiser at 2:33p.m.

B. [Speed Networking](#)

C. 2:45 PM COUNCIL & EXEC PICTURES ON HARRE UNION STAIRS

D. Approval of [Minutes from June 14, 2023](#)

- a. Mike Jacob makes motion to approve
- b. Sue Kukurugya seconds motion
- c. All in favor - motion carried?
  - i. We carried

E. Executive Committee Report

a. Starting Budget: \$7,450.00

i. Expenses

1. \$160.86 - LinkedIn Learning Challenge Prizes (books & Parkhurst vouchers)
2. \$176.99 - Retreat

ii. Remaining Budget: \$7,112.15

b. Jennifer to explain budget process to council

- i. Subcommittee chairs will receive all the information, and pass on to committee

c. Subcommittee budget requests need to be submitted by August 23rd

d. Chloe interviewed with RPK group - faculty/staff will get a survey this month to share their comments about similar topics covered in the interview

i. Carolyn has additional details about RPK Program Reviews

1. Academic programs continue to be evaluated

ii. rpk GROUP will present to the council in September (in-person) and November (virtually)

iii. Faculty/staff to receive survey

iv. RPK to provide updates in data and results, Q&A.

e. Chloe met with AVP Angela Vidal-Rodriguez and Dean Karen Allen to talk about next year's MLK Day

- i. SEAC will be sponsoring an event
- ii. They would like to know how they could make the day's events more meaningful and how we might be able to encourage more staff members to attend.
  - 1. Convocation biggest event, biggest draw to staff
  - 2. Kids programming pre-covid was popular and well attended
  - 3. Registration limits could prevent attendance
  - 4. Staffing issues within offices

F. Administrative Meeting Report

- a. Met with Rebekah on 8/7/23
  - i. SEAC social media account
  - ii. Compassionate/shared leave ad-hoc
  - iii. Lactation rooms around campus

G. Chief of Staff - Rebekah Arevalo

- a. No report

H. External Committee Reports

- a. University Council — Chloe Kiser
  - i. AY23-24 meetings start at the end of this month
- b. Investment Oversight — Justin Hunt
  - i. Next quarterly meeting is scheduled for late September
- c. Fringe Benefits — Chloe Kiser / rep moving forward will be Natalie Muskin-Press
  - i. Met on 7/14/23
  - ii. MJ Insurance - external group researcher
  - iii. Fringe Benefits Committee purpose: input/feedback/suggestions about insurance and benefits
  - iv. University's goal for 2024 is to bring more equitable distribution of cost to employees and to the University for benefits
  - v. New IRS limitations for HDHP plans
    - 1. Valpo's high-deductible health plan will be affected by new deductible minimum released by IRS
    - 2. Minimum annual HDHP deductible: \$1,600 individual (increased \$100) // \$3,200 family (increased \$200)
  - vi. Annual HSA: \$4,150 individual // \$8,300 family
  - vii. Plan changes for deductible
    - 1. HSA \$3,200/\$6,400 // PPO \$2,200/\$4,400
  - viii. Plan changes for OOPM
    - 1. HSA \$3,200/\$6,400 // PPO \$4,200/\$8,400
  - ix. 3-tiered medical plan for employee premiums

1. <\$50,000
  2. \$50K-\$99,999
  3. >\$100,000
  4. University goal: 70% university contribution/30% employee contribution
  5. Rates finalized after 6 month claims data
  6. >\$100K will experience 1% increase to premiums
  7. <\$50K and \$50K-\$99,999 will not increase premiums
- x. New PWP requirement coming in 2024 because health is a priority to the university
1. 2024 PWP will require a physical as well as the lab draw to receive 2025 PWP insurance discount
- xi. HealthJoy is coming 9/1/23
1. App for all employees (regardless if they have our benefits) to access benefits in 1 single place
  2. Terminating Health Advocate effective 12/31/23

#### I. Internal Subcommittee Reports

##### a. By-Laws — Justin Hunt / Sue Kukurugya

- i. We will meet on the 4th Wednesday of each month from 2-3 p.m.
- ii. We have divided the by-laws review into 3 separate sections
  1. August Review: Sections 1-7
  2. September Review: Sections 8, 9
  3. October Review: Sections 10-12
- iii. Once all sections have been reviewed, and suggestions made on edits, we will provide the entire SEAC council our suggestions, and will have ample time for discussion before a vote by the council on each separate edit. Each separate edit will need a 2/3rds vote by the council to pass.

##### b. Communications — Justin Hunt

- i. We will meet on the 4th Tuesday of each month from 2-3 p.m.
- ii. In an effort to really commit to our communications, marketing, and promotion of SEAC/staff, we divided our duties:
  1. SEAC Monthly Newsletter - Michael Fenton/Julie Vick
  2. SEAC Website - Justin Hunt/Marilyn Simpson
  3. Athletics Promotion - Justin Hunt/Julie Vick
  4. Appreciation Events/Professional Development Promotion - Emily Breytung/Justin Hunt
- iii. Please submit articles for the newsletter by **Wednesday, August 16th**

- iv. When a date or information about an appreciation event or professional development opportunity is available, please get us this information as soon as possible
- c. New Employee Welcome — Chloe Kiser
  - i. Will meet the first Wednesday of every month at 9 AM in the Harre Union Campanile Room
  - ii. Will be purchasing some new swag for the welcome bags
  - iii. Preparing mentorship program documents
- d. Representation — Jennifer Zatarski
  - i. Will meet on the first Thursday of each month from 11 AM - 12 PM (as needed)
  - ii. Discussed possible updates to the web pages related to our committee
  - iii. Asked for feedback regarding the current by-laws that relate to our committee that can be passed on to the by-law ad-hoc committee
- e. Staff Appreciation Events — Emily Breytung / Rhonda Crowley
  - i. Will meet the second Monday of each month from 1:15-2:15 PM
  - ii. Began determining a calendar of events for this year
- f. Staff Development — Jennifer Zatarski / Michelle Soller
  - i. Began discussing plans for this year and brainstorming ideas
  - ii. Will meet the first or second Friday of each month from 10:30-11:30 AM
- g. Staff Recognition — Carolyn Simpson
  - i. Elected June and July Employee of the Month winners
    - 1. June 2023: Sage Messenger
      - a. 08/17/23: Presentation at 10:00 AM in Chapel, sanctuary. Please arrive between 9:45-10:00
    - 2. July 2023: Emma Kelley
      - a. 08/14/23: Presentation at 9:00 AM at Wesemann Hall, 2nd Floor Library. Please arrive between 8:45-9:00
  - ii. Advertising for Employee of the Month
    - 1. Sent email to Union on 08/07/23 to reserve Union Display Case for Oct 8-22
      - a. Submitted EMS Reservation 08.09.23
    - 2. Sent email to Brand Manager on 08/07/23 to include slide in TV Monitor presentation in academic buildings for Academic Year 2023-2024. It is set up.
    - 3. Printed Posters

- a. Carolyn handed out printed posters for SEAC members to hang up on fridges, announcement boards, etc
  - iii. Additional ideas for Staff Recognition
    - 1. SEAC Member Spotlight
      - a. Work with Communication subcommittee
    - 2. Recognition of departments/individuals for events
  - iv. Plaque
    - 1. Updated and in Union lounge by the fishtank
  - v. Subcommittee Calendar Meeting Dates shared
- J. Old Business
  - a. None
- K. New Business
  - a. **BREAK INTO SMALL GROUPS**
    - i. **Topic of the day: Non-compensation benefits**
- L. Announcements
  - a. Department announcements?
    - i. If you are interested in participating in the SEAC Fantasy Football League, please contact Brett Calland by Friday, August 25th
      - 1. Sunday, August 27 - draft
    - ii. Repayment for student loans on Oct 1st
    - iii. Audit starts in 2 weeks
    - iv. Students start classes in 2 weeks
- M. Adjournment
  - a. Motion: Mike Jacob
  - b. Second: Natalie Muskin-Press
  - c. All in favor - meeting adjourned 3:39 PM