

# Faculty & Staff Benefits Committee

## Meeting Minutes

### *September 26, 2016*

<b>MEETING CALLED BY</b>	Edwin Torres, Chair
<b>ATTENDEES</b>	Edwin Torres, Maureen Binder, Ashley Longoria, Frank Guido-Sanz, Jennifer Kent-Walsh, Boyd Lindsley, Hansen Mansy, Axel Schülzgen, Peter Spyers-Duran, Maribel Amaro-Garcia, Cissy Glowth, Jamie LaMoreaux, Joanne McCully, Diane Clark, Ida Cook

#### AGENDA TOPICS

#### **HUMAN RESOURCES UPDATES**

ASHLEY LONGORIA

Human Resources Benefits Manager

<b>DISCUSSION</b>	<p>Ashley Longoria updated the committee on several items:</p> <p><b>Expansion of UCF Tuition Waiver Benefit Program</b>  On September 15, the UCF Board of Trustees approved revised UCF Regulation 3.0031 (renamed as Tuition Waiver Benefit Programs), implementing a revised university-wide tuition waiver benefit. This updated regulation allows for a contingent tuition waiver of up to six credit hours for qualifying spouses and/or dependent children of full-time regular employees. The revised regulation authorizes a contingent waiver program for the benefit of an eligible employee's qualifying spouse or dependent child(ren) under the age of 26. Specifically, if an eligible employee does not make use of the employee tuition waiver benefit program or does not make use of the full six credit hour employee benefit, then the qualifying spouse and/or dependent child(ren) of the eligible employee may receive a tuition waiver for that number of credit hours (up to six credit hours, not used by the employee) for the purpose of enrolling in eligible courses on a space available basis per semester. Until such time that the tuition and fee waiver portion of the UFF Collective Bargaining Agreement is ratified, faculty and A&amp;P staff covered by the UFF bargaining agreement will not be eligible for the expanded benefit. The first semester that qualifying family members of eligible employees will be able to take advantage of this benefit will be Spring 2017. For additional information regarding the revised Tuition Waiver Benefit Program, please visit the Human Resources website: <a href="http://hr.ucf.edu/current-employees/tuition-waiver-program/">http://hr.ucf.edu/current-employees/tuition-waiver-program/</a>.</p> <p><b>UCF 403(b) Plan Enhancements</b>  After considering the services, fees and resources of UCF's nine current 403(b) providers, the university selected three of the companies to continue offering plans. Beginning April 21, 2017, all employees can choose from Fidelity, TIAA, or VALIC to oversee contributions to individual retirement accounts. By streamlining the number of 403(b) providers, we will be leveraging our plan size and scale to reduce</p>
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participant costs. Retirement account holders who are not already with one of the three companies will have the option of keeping existing account balances with their current provider, or transferring them to Fidelity, TIAA or VALIC. The account balances will not automatically transfer. Future contributions beginning April 21 can only be directed to one of the three providers. Participants who do not make an active election to one of the three remaining providers will have their contributions directed to a default account with TIAA. Please note that this consolidation of providers does not have any effect on the State University System Optional Retirement Program (ORP). During the next few months, UCF's Human Resources office will distribute information about the three companies and how to transfer accounts. UCF also has partnered with independent retirement-advisory firm CAPTRUST to help advise employees on retirement choices and investments. For additional information, go to <https://hr.ucf.edu/ucf-403b-plan-changes/>.

#### **Upcoming Benefits ITN**

Within the next few months, Human Resources will start the process of completing an ITN (Intent to Negotiate) for insurance brokerage services specific to supplemental employee benefits. The committee was tasked to identify any gaps in our benefits structure for suggestions on benefits to be included in the future ITN. An action item was added for committee members to send any suggestions to Ashley Longoria, HR Benefits Manager via email: [Ashley.Longoria@ucf.edu](mailto:Ashley.Longoria@ucf.edu).

#### **Upcoming Open Enrollment Dates & Benefits Fair**

Open Enrollment begins on Monday, October 17 and ends on Friday, November 4 at 6pm. Open Enrollment packages will be mailed by People First to eligible employees in mid-October. As a reminder, if employees do not make any changes during Open Enrollment, all benefits shown on their People First Benefits Statement will remain in effect for all of 2017 (with the exception of Qualified Status Changes).

There are no major changes for the 2017. The only changes are:

1. Minnesota Life is now called Securian;
2. CIGNA Dental rates are slightly decreasing; and
3. CIGNA Hospitalization Plan rates are slightly changing. The premiums are based on the tier chosen, as well as the employee's age.

The updated rates can be found on the People First website or in your open enrollment packet that you will receive in the mail.

The 2016 Benefits Fair will be held on Friday, October 28 from 9:00am to 2:00pm in the Student Union Pegasus Ballroom. Insurance and retirement vendors will be available to answer any questions that employees may have. An annual parking permit will be raffled off in addition to other prizes.

	For additional information, go to <a href="https://hr.ucf.edu/current-employees/benefits/open-enrollment/">https://hr.ucf.edu/current-employees/benefits/open-enrollment/</a> .
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Identify any gaps in our benefits structure for suggestions on benefits to be included in the future ITN, and email any suggestions to Ashley Longoria: <a href="mailto:Ashley.Longoria@ucf.edu">Ashley.Longoria@ucf.edu</a> .	All Committee Members	10/31/16

**REVIEW OF FACULTY & STAFF BENEFITS COMMITTEE CONSTITUTION**

EDWIN TORRES  
Chair

<b>DISCUSSION</b>	<p>Dr. Edwin Torres reminded committee members of the Duties and Responsibilities of the Faculty &amp; Staff Benefits Committee:</p> <ul style="list-style-type: none"> <li>• To study fringe benefits and other benefits and services provided to all faculty and staff of the university in relation to those offered in other institutions.</li> <li>• To examine, analyze, and make recommendations on insurance and other benefit programs offered for consideration and implementation by the university.</li> <li>• To make recommendations to the president on any proposed changes in benefits provided to the faculty and staff.</li> <li>• To report the results of fringe benefits and other related faculty and staff benefits studies to the Senate.</li> <li>• A quorum shall be five or more voting members.</li> </ul>
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b> <b>DEADLINE</b>

**COMMITTEE SECRETARY**

EDWIN TORRES  
Chair

<b>DISCUSSION</b>	<p>Dr. Edwin Torres indicated that the committee is in need of a Secretary, and asked the committee members if anyone wanted to volunteer. There were no volunteers, so an action item was added for Dr. Torres to appoint a Secretary via email before the next committee meeting.</p> <p>All committee members also discussed the possibility of a November/December meeting. An action item was added for Ashley Longoria to send all committee members a Doodle Poll to determine the best date/time for the next meeting.</p>
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b> <b>DEADLINE</b>
Appoint committee Secretary via email before next committee meeting.	Dr. Edwin Torres      10/31/16
Send Doodle Poll for November or December 2016 meeting	Ashley Longoria      ASAP

**SUBMITTED AGENDA ITEM: HOW CAN WE HELP EMPLOYEES MAKE THE RIGHT CHOICES FOR THEM?**

EDWIN TORRES  
Chair

Dr. Edwin Torres opened the floor for a discussion on an agenda item that was submitted by a committee member, which was how can we help employees make the right benefits choices?

The committee discussed the various insurance and retirement options for employees, which many times result in employees becoming overwhelmed by the number of choices.

An action item was added for Ashley Longoria to send the committee a list of the communications materials given to employees. It was also discussed that the HR Benefits Section would send any new benefits communication materials to committee members for feedback before final distribution.

Additional suggestions from committee members:

- Send Insurance/Retirement presentation to new employees before New Employee Orientation
- Add “life stages” informational pieces on website and/or in New Employee Orientation materials (for example, if someone just had a baby or just got married)
- Possibility of Nicholson School of Communication to help in future survey development

A discussion also ensued regarding the pension bill effective 7/1/2011 which required a mandatory 3% contribution for all state employees. It was suggested to include this as an agenda item for a future Advisory Council of Faculty Senates (ACFS) meeting. An action item was added for Ida Cook to send Edwin Torres information on how to add this as a topic for a future meeting if desired.

**DISCUSSION**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send the committee a list of main communications materials given to employees	Ashley Longoria	10/31/16
Send Edwin Torres information on how to add specific topics to a future Advisory Council of Faculty Senates (ACFS) meeting	Ida Cook	10/31/16

**SUBMITTED AGENDA ITEM: A&P PAID PARENTAL LEAVE** EDWIN TORRES  
Chair

Edwin Torres opened the floor for a discussion on an agenda item that was submitted by a committee member, which was why paid parental leave is available for Faculty members, but not A&P employees.

The committee concluded that they supported an endorsement of the notion that A&P employees be extended the same opportunity as faculty for parental leave, which will be included in the final report that the Chair/Secretary sends the Faculty Senate at the end of the committee year.

The committee had a brief discussion on the possibility of A&P employees being included in the membership for the committees

**DISCUSSION**

	<p>beginning next year. It was determined that the recommendation that A&amp;P employees be included in the committee membership would also be included in the annual report, with suggestions for how to elect them. A suggestion was made that each college submit a recommendation for A&amp;P representation, with a rotation of college participation.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>Work with committee Secretary to draft endorsement for A&amp;P paid parental leave to include in final report sent to Faculty Senate at the end of the committee year.</p> <p>In the same annual report, include a recommendation that A&amp;P employees be included in the committee membership (with suggestions for how to elect) going forward.</p>	<p>Dr. Edwin Torres &amp; Committee Secretary</p>	<p>6/30/17</p>