

**Southeast Missouri State University
Professional Staff Council**

September Meeting Minutes

-- September 18, 2019 --

QUORUM AND CALL TO ORDER

The Council was called to order at 10:00 am in the University Center Heritage Room by Chairperson, Katie Krodinger.

Members in attendance: Kris Baranovic, Angela Birk, Melissa Harper, Randyn Heisserer-Miller, Lisa Howe, Katie Krodinger, Alisa McFerron, Chelsea McNeely, Trae Mitten, Egbar Ozenkoski, Red Redinger, Dana Seabaugh, Joanna Shaver, and Sara Wagganer.

Guests: Rene Patrick

REPORTS

Chairperson Report – Katie Krodinger

- Brian Hopkins was chosen by the President's Office to serve as PSC's representative on the Salary Equity Taskforce. If professional staff have any concerns or questions they would like brought to the Salary Equity Taskforce, they can be sent to Brian or Katie.
- We are still waiting on selection for PSC representative on the Athletics' Committee.
- Angela Birk and Trae Mitten will be representing PSC on the Parking Appeals Board.

Chairperson Elect – Egbar Ozenkoski

- Administrative Council
 - Board of Regents September 20 meeting agenda items: Possible revision to the University Alcohol Use policy to exempt football and basketball game sales of wine and beer with a hard liquor/spirits exclusion; Revision of the University Tobacco Use policy to include medical marijuana except for research purposes; Employee health insurance proposal for 2020.
 - IT spoke about the new phone system being rolled out soon, no definitive date.
- Health Insurance for 2020
 - There is an online form for feedback from Faculty and Staff to the President on the options available. It can be found through the portal or at the link below. It is anonymous.
(<https://www.cognitofirms.com/SoutheastMissouriStateUniversity1/OpenForumHealthInsurance>)
 - Slides from the HR open forums are included as attachments.

Secretary-Treasurer – Randyn Heisserer-Miller

- None at this time.

ONGOING BUSINESS

Bylaws

- After minor changes were suggested, the Council voted to send a final draft forward for a vote.

- Attached is a final draft of the bylaws for review.
- A summary sheet of changes will be created and a final, final draft will be sent to all professional staff for ratification.

NEW BUSINESS

Passport

- Chelsea McNeely has suggested the creation of a Passport program for new and current professional staff.
- The premise being that a passport would include several activities or points of interest for the employee to attend or explore, documenting their experience. Once a certain number of items are “checked off” the employee is then entered into a drawing.
- Prizes could potentially be gift cards, discounts, or similar incentives.
- Chelsea will be researching about fifteen activities or points of interest to include on the passport and report back to the Council.

New Hires

- Katie Krodinger would like to revitalize the “greeting” of new hires.
- Kris Baranovic has agreed to lead this effort.
- Melissa Harper will work on a New Hire Checklist. Those with items that new hires should be made aware of, should contact Melissa.
- Katie is working with HR to obtain a list of new hires.

UNIT REPORTS

Office of Institutional Equity and Diversity: Trae Mitten

Carson Lopez is the new GA for the LGBTQ+ Resource Center; Safe Zone Training is being offered again after a hiatus – next sessions is September 27 – you can sign-up through the Training website; Food Truck event for Spanish Heritage Month is on Friday (9/20); Preparing for HLC visit next week; IED has had a smooth start to the semester.

Recreation Services: Red Redinger

University is now allowing all faculty and staff to use the Rec Center for free; If you need to renew other memberships, you can do so online now; Spouses of faculty and staff can join the Rec Center at the university affiliate rate.

Recreation Services: Sara Waggoner

The Wellness Clinic will be on October 22 and 23; There will be a fee this year; Communication blitz happening soon to get the word out.

Controller: Angela Birk

Office is still looking to hire another accountant; Posting closes on Friday.

Kent Library: Randyn Heisserer-Miller

Mississippi Mugs is now open on the main floor of the Library; It is being run by Kent Library without expectation of profit; Two new student engagement indicatives were started this fall; The first asks student groups to apply for \$1,500 to add materials to their collection; The second asked the student body to select a subject are they would like to see enhanced using \$3,000; Details can be found on the library’s website.

Admissions: Alisa McFerron

Transfer Admissions Councilor hired – Lacy Giudicy; Zachary Howard hired as temporary Technology Coordinator; Moving forward with CRM implementation; Two systems will run concurrently for a while.

CSTL: Kris Baranovic

Dual Credit has now moved into CSTL’s office; Proposed book studies be done for professional staff – not just faculty.

Facilities: Lisa Howe

Track building is complete; Towers East's fire alarm will be upgraded next summer – South was done this summer; Tunnels 51-55 (Group Housing Area) will be upgraded in January 2020 to July 2020; Concept design is complete for a new stadium – fundraising is now set to start; Towers North and West will have elevator upgrades, on at a time, from April 2020 to December 2020; UC Program Lounge moving wall will be replaced over Thanksgiving Break; Rec Center flooring for locker rooms and offices will be redone this coming year; Old International house will be demolished over Christmas Break.

Southeast Online: Chelsea McNeely

New Administrative Assistant, Cindy Ignacio, is starting September 30; SE Online has gained net one student this year.

Human Resources: Dana Seabaugh

Benefits open enrollment will be October 28 – November 8 for the 2020 year; Benefits information sessions will be October 14 – 24; Please encourage your co-workers to attend the information sessions; Updated job descriptions should be done by now, if not please complete them ASAP; Evergreen has been hired as the salary equity study consultant; No timeline for their report but should line up with Budget Review cycle; Susan Lee Consultants has been hired for customer service training.

Campus Life: Joanna Shaver

Family Weekend is this weekend - "Your family definition is our family definition"; Homecoming is up next - "A Tale Like No Other" is the theme; Student Group registration is happening now – September 30 is the deadline; Senior Administrative Assistant position is open; Safe Trick or Treat is back this year.

Student Financial Services: Melissa Harper

Maggie Buhs is set to retire; Committee is reviewing applicants for her replacement.

Student Financial Services: Egbar Ozenkoski

2020-21 Scholarship awards are going out; October financial aid kick-off.

New Student Programs: Katie Krodinger

Hiring orientation leaders; Dates for 2020 orientation dates are out.

ADJOURNMENT & NEXT MEETING

There being no further discussion, the Council adjourned at 11:25 am.

The next meeting is scheduled for **Wednesday, October 16, 2019** at 10:00 am in the University Center Heritage Room.

Minutes respectfully submitted by **Randyn Heisserer-Miller, Secretary-Treasurer.**

2020 Health Insurance Renewal Options



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2020 Health Insurance Renewal

- Health Insurance Loss Ratio (Claims to Premium):
 - Calendar Year 2019 Renewal: 95%
 - Calendar Year 2020 Renewal: 101%
- University FY20 budgeted cost increase: 5%
- Renewal options:
 - Option #1: Fully-Insured, \$1.47 million cost increase
 - Option #2: Fully-Insured, \$1.16 million cost increase
 - Option #3: Self-Insured, \$432,245 to fund maximum plan cost

*85% = good for
break-even
costs*



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A Comparison: Fully-Insured to Self-Insured

	Fully-Insured	Self-Insured
Definition	Employer pays premiums to the insurance carrier. Insurance carrier pays claims.	Employer collects premium dollars. An external third-party administrative company manages payments of claims.
Plan Design	"Shelf" plan(s) with no ability to customize. (e.g., deductible, cost share)	Can be customized to control plan costs
Provider Network	Provider network is pre-determined by insurance carrier.	Employer contracts with a provider network of physicians and hospitals to control plan costs.
Risks	<ul style="list-style-type: none"> • Little leverage in negotiating plan administrative and premium costs 	<ul style="list-style-type: none"> • High claims years • Responsibility for managing reserve funding
Benefits	<ul style="list-style-type: none"> • Insurance company secures plan administrative services. 	<ul style="list-style-type: none"> • Savings from good claims years are retained by health plan • Better leverage in negotiating plan administrative and premium costs • Prescription drug rebates paid back to health plan • Ability to negotiate contracts with various providers

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Current Health Plans

	Base Plan with HSA	Accelerated Plan
Deductible		
• Individual	\$2,000	\$1,000
• Family	\$4,000	\$2,000
Coinsurance	20%	20%
Out of Pocket Maximum		
• Individual	\$6,650	\$5,000
• Family	\$7,350	\$7,350
Emergency Room	20% after deductible	20% after deductible
Urgent Care	20% after deductible	20% after deductible
Physician		
• Primary Care	20% after deductible	20% after deductible
• Specialist	20% after deductible	20% after deductible
Retail Pharmacy	\$10/\$35/\$60 after deductible	\$15/\$40/\$75
Monthly Premium		
• Employee	\$0	\$142
• Spouse*	\$453-\$528	\$760
• Children**	\$268-\$343	\$622
• Family***	\$642-\$742	\$1,313

* University pays \$75-\$150/month based on salary level

** University pays \$150-\$225/month based on salary level

*** University pays \$300-\$400/month based on salary level

91%
In Base Plan
Currently

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Option #1

- Fully-Insured - UnitedHealthcare
- Plan Design – No change
- Provider Network – No change
- Cost Increase -
 - 22.5% premium increase
 - University cost increase of approximately \$1.47 million to continue to fund employee Base Plan premium and dependent premium supplements

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Fully-Insured Option #1 - Premiums

	Base Plan with HSA	Difference from current premium	* * * *	Accelerated Plan	Difference from current premium
Employee	TBD	TBD	* *	TBD	TBD
Spouse	\$589-\$664	\$136	* *	\$931	\$171
Children	\$379-\$454	\$111	* *	\$762	\$140
Family	\$876-\$976	\$234	* *	\$1,609	\$296

Note – Base Plan dependent premiums net of University-provided premium supplements.

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Option #2

- Fully-Insured: UnitedHealthcare
- Plan Design: No change
- Provider Network Change:
 - Excludes Saint Francis Medical Center facilities and providers
 - Excludes Barnes Jewish Health System facilities and providers
- Cost increase:
 - 15.2% premium increase
 - University cost increase of approximately \$1.16 million to continue to fund employee Base Plan premium and dependent premium supplements

Excludes, not
Even out-of-network

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Fully-Insured Option #2 - Premiums

	Base Plan with HSA	Difference from current premium	*	Accelerated Plan	Difference from current premium
Employee	TBD	TBD	*	TBD	TBD
Spouse	\$544-\$619	\$91	*	\$875	\$115
Children	\$343-\$418	\$75	*	\$716	\$94
Family	\$800-\$900	\$158	*	\$1,512	\$199

Note – Base Plan dependent premiums net of University-provided premium supplements.

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Option #3

- Self-Insured – UMR (a UnitedHealthcare company)
- Plan Changes -
 - Both Base and Accelerated Plans: addition of Tier 2 In-Network benefit: Saint Francis Medical Center facilities and providers with different deductible and coinsurance
 - Accelerated Plan: Added benefit of Office Visit Copays
 - \$25 primary care office visit copay
 - \$50 specialist care office visit copay
 - Out of Network Deductible:
 - Base Plan - \$6,000 individual/\$8,000 family
 - Accelerated Plan - \$5,000 individual/\$10,000 family
- Provider Network: No change

≈ 99% of claims are in-network

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Option #3

Base Plan with HSA	In-Network-Tier 1 SoutheastHEALTH & UHC Choice Plus Network	In-Network-Tier 2 Saint Francis Medical Center Facilities & Physicians	Out-of-Network
Deductibles			
Individual	\$2,000	\$3,500	\$6,000
Family	\$4,000	\$7,000	\$8,000
Coinsurance	20% after deductible	40% after deductible	50% after deductible
Out of Pocket Maximum			
Individual	\$6,650	\$6,650	\$12,000
Family	\$7,350	\$7,350	\$24,000
Emergency Room	20% after deductible	20% after deductible	20% after deductible
Urgent Care	20% after deductible	30% after deductible	50% after deductible
Physician			
Primary Care	20% after deductible	30% after deductible	50% after deductible
Specialist	20% after deductible	30% after deductible	50% after deductible
Retail Pharmacy	\$10/\$35/\$60 after deductible	\$10/\$35/\$60 after deductible	\$10/\$35/\$60 after deductible

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What we currently have


Option #3			
Accelerated Plan	In Network-Tier 1 SoutheastHEALTH & UHC Choice Plus Network	In Network-Tier 2 Saint Francis Medical Center Facilities & Physicians	Out of Network
Deductibles			
Individual	\$1,000	\$4,000	\$5,000
Family	\$2,000	\$8,000	\$10,000
Coinsurance	20% after deductible	30% after deductible	40% after deductible
Out of Pocket Maximum			
Individual	\$5,000	\$7,900	\$10,000
Family	\$7,350	\$15,800	\$20,000
Emergency Room	20% after deductible	20% after deductible	20% after deductible
Urgent Care	20% after deductible	30% after deductible	50% after deductible
Physician			
Primary Care	\$25 co-pay	30% after deductible	50% after deductible
Specialist	\$50 co-pay	30% after deductible	50% after deductible
Retail Pharmacy	\$15/\$40/\$75	\$15/\$40/\$75	\$15/\$40/\$75

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Option #3
Deductible Example

Employee Plan Coverage: Base Plan with HSA
Tier 1 Network Providers: Individual Deductible = \$2,000
Tier 2 Network Providers: Individual Deductible = \$3,500
Embedded Deductibles

Provider	Tier Level	Claim Cost	Remaining Deductible to Meet
Barnes Jewish Hospital	1	\$1,000	\$1,000 for Tier 1
SoutheastHEALTH	1	\$1,000	\$0 for Tier 1
Saint Francis Medical Center	2	\$1,000	\$500 for Tier 2



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Plan Cost Analysis					
Current University Budget/Premiums Collected: \$10,597,359					
Fully-Insured					
Renewal Option	Plan Type	Plan Design	Provider Network	% Premium Increase	Annual Cost above University Budget
1	Fully Insured	Same as current	Same – no exclusions	22.5%	\$1,475,098
2	Fully Insured	Same as current	Excludes SFMC and Barnes Jewish facilities and providers	15.2%	\$1,160,954
Self-Insured					
Option	Plan Type	Plan Design	Provider Network	Total Plan Cost	Annual Cost above University Budget
3	Self Insured	Tier 1 providers: Same as current with added benefit of office visit copays under Accelerated Plan Tier 2 providers: Higher deductibles and cost shares	Same – no exclusions	Expected: \$8,983,143 Maximum: \$11,029,604	(\$1,614,216) \$ 432,245

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* 4 drugs not covered (3 people), but alternatives exist; can happen w/ current plan

Timeline for Calendar Year 2020 Health Care Decision	
Date	Action
September 20, 2019	Board of Regents Meeting – President Vargas makes recommendation on 2020 employee health insurance plan offering
Weeks of October 14 and 21, 2019	Employee Open Enrollment Meetings
October 28, 2019	Open Enrollment Begins
November 8, 2019	Open Enrollment Ends
January 1, 2020	Health Insurance Renewal Effective Date



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I. Purpose

The Professional Staff Council, hereafter referred to as the Council, is an elected body of professional staff employees whose purpose is to **advocate by providing a forum through** which common concerns and opinions regarding University matters may be voiced. Matters concerning the policies and programs of the University which affect this group of employees, as well as administrative staff, directly or indirectly will be addressed. The Council will disseminate information to the General Membership that may be of interest to them and, where appropriate, solicit opinions from the General Membership. The Council **advocates for the General Membership** and submits its concerns, recommendations, and requests to **University leadership** through the Director of Human Resources.

II. General Membership

The Council represents all regular professional staff (full and part-time) and administrative staff of Southeast Missouri State University.

III. Council Structure

- A. The Council consists of no less than 12 professional staff representatives from across the University and no less than 4 alternates.
- B. To provide continuity of leadership, all representatives will hold three-year terms. One third of the representatives will be elected each year. Alternates will hold a one-year term. Both representatives and alternates are required to attend the monthly General Membership meeting.
- C. The Council will elect, from among its representatives, a Chair-Elect who will serve a two-year term. The Chair-Elect will succeed to the Chairperson position in the second year of the term. The Chairperson will preside at meetings and will act as a spokesperson for the organization. In the Chairperson's absence, the Chair-Elect will act on **their** behalf.
- D. The Council will elect a Secretary/Treasurer from among its members (representatives and alternates) for a one-year term. The Secretary/Treasurer will keep and disseminate minutes of the meetings and budget reports. **They** will maintain correspondence and budget records for the organization.
- E. Vacancies among officers will be filled by election within the Council as follows:
 - i. **Chair: In the event of a vacancy, the Chair-Elect assumes responsibilities of the Chair for the remaining vacated term plus their elected term as Chair. An interim Chair-Elect will be selected from the Council in accordance with the Chair-Elect vacancy process.**
 - ii. **Chair-Elect: In the event of a vacancy, an interim Chair-Elect will be selected from the representatives, by a vote of the council. The elected person shall fill the remainder of the year. A new election will be completed on the normal election cycle to determine a new two-year Chair-Elect appointment and a one-year Chair appointment, as there is no Chair-Elect to automatically assume the role.**

- iii. **Secretary/Treasurer:** In the event of a vacancy, a new Secretary/Treasurer will be selected from the membership (representatives and alternates), by a vote of the council and the elected person shall fill the remainder of the year. A new election will be completed on the normal election cycle.
- F. Vacancies among representatives will be filled from the alternates by appointment of the Chair, with consent of the council.
- G. **Should the alternate pool be depleted prior to the start of a new election cycle, the Chair shall select replacement alternates from the original election results for that year.**

IV. Nominations and Elections

- A. Nominations and elections shall be held during the month of April. Newly elected Council members will take office at the first regularly scheduled Council meeting in May.
- B. The methods of nominating and voting for Council members will be as follows:
 - i. The Council Chairperson will create an ad hoc committee whose responsibility will be the management of the election process.
 - ii. Employees will be requested to submit both their nomination and election ballots via the **Portal**. The ballots will be counted and validated by the ad-hoc election committee.
 - iii. Nominations: All regular professional staff (full and part-time) employees are eligible to be nominated on the nomination ballot. Regular professional staff (full and part-time) employees who are representatives on the Professional Staff Council, and whose term is not expiring that year, will not appear on the nomination ballot.

All professional **and administrative** staff employees may access the nomination ballot to cast nominations. The number of nominations each employee may make cannot exceed the number of open representative and alternate vacancies within the Professional Staff Council. **Employees may nominate any staff member presented on the ballot, including themselves.**

Nominees will be contacted by a member of the ad hoc committee via phone/email and asked if they wish to serve before their names are placed on the election ballot. **An affirmative response by a shared deadline, allowing at least two business days, is required to be placed on the ballot.**

- iv. Elections: A ballot which lists only the nominees who agreed to have their name placed on the election ballot for the number of open representative and alternate vacancies within the Professional Staff Council will be provided to all professional **and administrative** staff employees.
- v. Candidates will be ranked by number of votes from greatest to least. Representative and alternate vacancies within the Professional Staff Council will be filled by candidates who received the greatest number of votes in rank order until all vacancies are filled. In the case of a tie for the final representative position(s), the Chairperson will make the final selection; the remainder will become the first alternate(s). In the case of a tie for the final alternate position(s), the Chairperson will make the final selection to fill the final alternate vacancies or accept all alternates. Candidates will be contacted by a member of the ad hoc committee via phone/email congratulating

them on being elected to the vacancy.

V. Operating Procedures

- A. Ad hoc committees and their membership will be appointed by the Chairperson with the consent of the Council.
- B. Membership to University standing committees will be from representatives and alternates serving on the council.
 - i. All committees will report to the Council through the Chairperson.
 - ii. The Chairperson will appoint, with consent of the Council, professional staff constituents to serve on University standing committees as requested by the Administration.
 - iii. Committees where the charge states that a specific representative (i.e. Chair, Chair-Elect) are standing representatives, an automatic appointment will occur and be shared with the council. (i.e. Budget Review and Administrative Council).
 - iv. In the event the term of a representative or alternate expires, but they continue to serve on the University standing committee, meeting minutes must continue to be submitted to the Chairperson, until a representative or alternate whose term doesn't expire is selected to the University standing committee.
- C. Membership to other University committees, workgroups, and task forces will be chosen from representatives, alternates, or the general membership, at the discretion of the Council officers.
- D. A quorum will consist of a majority of elected Council representatives.
 - i. Council business will be approved by a majority vote of the quorum.
 - ii. If three-quarters of the elected council members are not present and a vote is required, all present alternates shall be permitted to vote. Council business will be approved by a majority of all voting members, so long as the total number voting meets or exceeds quorum.
- E. A member may be removed from the Council by a majority vote of the Council for failure to attend Council meetings on a regular basis.
 - i. Regular attendance shall be defined as missing no more than two consecutive meetings or four within an academic year.
 - ii. A vote will be taken on membership during the third consecutively missed meeting or the fifth absence in an academic year. If not removed, each additional absence shall trigger a new vote.
 - iii. A member can resign from the Council with a submitted letter of resignation to the Chair. Automatic removal will occur if job classification no longer permits serving on the Council, or if employment at the University ends.
 - iv. An officer may be removed by a three-quarters vote at a council meeting, notice of the vote having been given at the previous meeting.
- F. Bylaws may be amended by a two-thirds vote of the ballots returned by the General Membership.
- G. Meetings of the Council will be called monthly and as needed by the Chairperson.
 - i. Council meetings will be open to the university community and other interested parties, but without speaking privileges unless acknowledged by the Chairperson.

- ii. A meeting of the General Membership will be called annually on a date selected by a vote of the Council. Additional General Membership meetings may be called by a vote of the Council.
- H. Minutes of all Council meetings will be disseminated to all professional staff employees via the Professional Staff Council website, **after approval by the council.**
- I. All issues of parliamentary procedure will be referred to the Chairperson for clarification.
- J. A manual detailing Council practices for conducting normal business meetings will be maintained by the Council and made available upon request.

DRAFT