Benefits and Finance Committee Meeting
October 21, 2014

In attendance were: Mark Hampton, (Chair); Alan Chesney, Eugene Hamilton, Joe Holt, Peggy Fulton, Laura Johnson, Susanne Kelly, Andrea Lange, Ken Schweitzer, Lansing Williams, and Sean Meehan, Faculty Council

Mark Hampton, VP for Finance and Administration called the meeting to order. The minutes from October 7, 2014 meeting were unanimously approved.

The Committee discussed three follow-up items that were brought up in the October 7th meeting.

◊ **Retention Assumptions:** Peggy provided the Committee a Retention Analysis handout for FY16-FY22. The handout illustrated three scenarios for retention and how it affects enrollment and the budget. The Historical scenario is base line. The Hybrid indicates an improved first year/second year retention rate and zero percent change in retention for the second/third year. The Aggressive shows a retention increase for first year/second year and an increase in retention in second/third year. The increase in revenue is layered. If we went from the Hybrid (currently being used) to the Aggressive in FY16 we would add $180,000 in additional revenue. The revenue is based on $30,000 net from each student. New student recruitment, institutional investments, providing enrichment programs, better communication with parents are just a few examples that will help improve student retention rates. Ken asked about the cost of retention programs. Mark stated that a tally can be provided to the committee on the cost of retention programs. Mark will provide information from U.S. News & World ranking data. A workgroup will be meeting to discuss the effects of retention programs.

◊ **Tuition Waiver Benefit:** Peggy provided a handout that illustrated actual vs. budgeted (anticipated) cost of the tuition waiver benefit. The tuition waiver benefit is approaching $1,100,000 this year. Discussions will continue to determine if this benefit should to be restructured, restricted or redefined. Peggy stated she could provide additional information detailing the number of participants engaged in this program (part-time/full-time/dependents, etc). Joe suggested that a workgroup should review this program in more detail.

◊ **SGA Fees:** Mark and Peggy met with Connor Harrison and Katie Young (SGA) to discuss fee increases for FY16. There will be no student programming fee increases. Student Comprehensive Fee will increase $5.00 per semester to cover Safe Ride. Mark stated that during their meeting they discussed the plan to increase tuition by 3% and room/board by 6%. Mark will be meeting with the
Student Senate after the November Board meeting to further define the meaning of ‘Board Resolution’.

Other FY16 Matters: Mark stated that the debt service has increased by (just under) $250,000. This increase is due to a correction in the bond interest rate that was previously identified by the former Senior VP for Finance and Administration.

United Health Care Vision Plan Providers: Alan gave a brief update on United Health Care Vision Plan: Alan stated that Shirley Haymaker has arranged for United Health Care representatives to be on campus on November 21st to provide information to employees about the new the vision and dental plans. Employees can expect to receive mail directly from United Health Care within the next ten days.

Parental Leave Policy – Alan stated that currently the parental leave policy provides up to 15 weeks of paid leave, at the same rate of pay that would normally be received during that period. The 15 weeks of paid leave runs concurrently with any leave available to the employee under the Family and Medical Leave Act (FMLA). Alan stated that past discussions revealed the desire to leave the current parental leave policy unchanged for faculty. This is based on faculty semester obligations, planning needs, and the need to provide leave for the faculty for the full semester. Alan continued stating that all employees are required to complete documentation for family medical leave to fulfill the College’s obligation under FMLA. Alan stated that employees and supervisors have expressed concerns when staff use parental leave and their responsibilities have to be fulfilled by others since the temporarily vacant position can not be filled.

The Policy Review Committee proposed following the FMLA which is 12 weeks paid or unpaid leave. For staff the first six weeks of leave will be paid for by the College as parental leave. An additional six to twelve weeks can be taken by using paid leave or unpaid leave depending on whether the employee has enough sick/vacation/personal time. Alan stated that two issues Human Resources have experienced regarding the current parental leave policy are:
- employees are not providing the proper documentation required by FMLA
- employees decide not to return to work after taking the parental leave

Alan will circulate a draft proposal for parental leave to the Benefits & Finance Committee before November 4th meeting.

Affordable Care Act: Alan stated that effective Jan 1st the College will be required to provide benefits to employees who work more than 30 hrs/week. The IRS guidelines have been reviewed by Emily Chamlee-Wright, Provost and Dean of the College; Alan and Mark and they believe the new guidelines will not affect adjunct faculty. A few part-time non tenure track faculty and some part-time assistant coaches as well as regular student workers may be affected. Only students enrolled in a federal work study program or students participating in an unpaid internship are excluded. Alan stated that the IRS could solve this problem by using the Department of Labor definition of employees, which would exclude students as part of the definition. Another option would be to limit the number of hours regular students work.
Supplemental Pay Policies: Mark stated that the College is not in compliance with the Federal Regulations because we compensate employees overload pay (stipends) on grant funds. This is not acceptable unless you have sponsor approval and there are clear policies when faculty/staff receive overload pay. Alan and Mark are working on draft policies that address this issue with a goal of not restricting this but only equalizing it for everyone. Alan stated that this applies to exempt staff, including faculty. Proper documentation must be provided stating the work being performed is not part of their regular job in their department and that the work is not being performed during regular hours.

Educational Assistance Program: This program is designed to help pay educational costs for staff that want to improve job skills and knowledge related to their present job as well as prepare for future advancement. This program has been unavailable to employees due to budget restraints. The Committee recognized the escalating costs associated with the Tuition Wavier Program and identified the importance of allocating resources to fund the Educational Assistant Program for employees. Alan stated that we should find out what the need is for the Educational Assistance Program and implement a process to apply annually.

Alan will provide an update on the United Health Care Refund at the November 4th Benefits & Finance meeting.

**Due to a schedule conflict the Benefits & Finance Committee will be not meet on Tuesday, November 18th**

There was no other business to discuss. The meeting adjourned.