University of Idaho
2013-2014 FACULTY SENATE AGENDA

Meeting #4

3:30 p.m. - Tuesday, September 17, 2013
Crest, Commons
IWC Room 390 – Boise
213 – Coeur d’Alene
TAB 321B IF4 – Idaho Falls

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2013-14 Faculty Senate Meeting #3, September 3, 2013 (vote)

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • Faculty Secretary Third Year Review (Hartzell)
   • Benefits Advisory Group (Walters/Terwilliger)

VII. Committee Reports.

VII. Special Orders.
   • Prioritize Senate Issues - voting results (Hartzell)

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Trish Hartzell, Chair 2013-2014, Faculty Senate

Attachments:
   Minutes of 2013-2014 FS Meeting #3
   Medical and Rx Plan Changes 2014
   Affordable Care Act
University of Idaho  
Faculty Senate Meeting Minutes – Version 2  
2013-2014 Meeting #3, Tuesday, September 3, 2013

**Present:** Aiken (w/o vote), Awwad-Rafferty, Baillargeon, Becker, Bird, Brandt, Cobb, Couture (Boise), Davis, Eckwright (w/o vote), Flores, Frey, Hartzell (chair), Karsky, Kennelly, Manic, Miller, Murphy, Ostrom, Pendegraft, Pregitzer, Qualls, Smith, Stoll, Stuntzner (Coeur d’Alene), Wolf, Ytreberg  
**Absent:** Morra, Perret, Safaii  
**Guests:** 7

A quorum being present, Senate Chair Hartzell called the meeting to order at 3:30pm.

**Minutes:** It was moved and seconded (Wolf, Baillargeon) to approve the minutes of meeting #2, with one minor correction (adding Senator Pregitzer’s name to those present at meeting #2). Motion carried with two abstentions.

**Chair’s Report.** The Chair reported on the following items:

- Athena fall social is this evening and includes a viewing of the movie “Girl Rising” at the Kenworthy theater.
- College of Law hosts the faculty gathering on Friday, September 6, 4-6pm, in the Idaho Commons, Summit Room.
- University Faculty Meeting (UFM) is next Tuesday, September 10, 3-4:30pm in the SUB Ballroom. Senate will not meet next Tuesday due to the UFM. The next senate meeting will be on September 17 in the Commons Crest room.
- American Federation of Teachers will hold a 40th anniversary celebration at the 1912 Building on Thursday, September 12, 5-8pm.
- Senator Brandt has agreed to serve on the Vandal Strategic Loan Fund committee. Michael Murphy and Robert Perret have agreed to serve on the Campus Planning Advisory Committee. Senators are needed to fill vacancies on University Budget & Finance Committee (UBFC) and the President’s Athletics Advisory Council (PAAC). Please refer to last week’s packet for further information regarding which senators are eligible to serve on these committees.
- Goldwater scholarship application pre-proposals are due in November. For more information: [http://www.uidaho.edu/honors/scholarships/listings/info/uigoldwaterapplicationinformation](http://www.uidaho.edu/honors/scholarships/listings/info/uigoldwaterapplicationinformation)
- Drop/Add deadline is Monday, September 9. This is the last day for students to add a class or drop a class without a ‘w’. This deadline is earlier than in past years due to changes approved by senate last year. For more information: [http://www.uidaho.edu/registrar/registration/deadlines](http://www.uidaho.edu/registrar/registration/deadlines)
- State Board of Education (SBOE) has recommended that Governor Otter include funding for the following items in his budget request to the legislature this year: CEC (change in employee compensation) for higher education faculty and staff, as well as other state employees; deferred maintenance; 2nd year law program in Boise. Call your legislators to ask them for their support. [N.B. It was later determined that phone calls to legislators should not be made until December, see Provost’s report below.]
- Chair Hartzell has created a BbLearn senate page. The site provides a link to the generic version (not the version specific to UI) of the “Think About It” program that is required viewing for all first-year students. Chair Hartzell also set up a “Poll daddy” in BbLearn which allows for balloting or voting on issues. Senators will be asked to vote on your top four issues of greatest interest from the recent senate retreat. Senators’ votes will enable senate leadership to prioritize issues that will be brought forward this year.
- Chair Hartzell met with Keith Ickes, Executive Director for Planning and Budget, regarding the online fee distribution matter. A new model for online fee distribution was announced in May.
2013 and many departments and units have been upset by changes to the model which seemed to create a disincentive for developing new online courses. A potential compromise has been reached and while this decision may be revisited in the future, for now Mr. Ickes has said that fees will not be withheld from summer programs and units will get all fees generated by summer programs. Questions remain about how we identify students who enroll in these courses and how to address concerns from other UI campuses that use fees to support their classes. Also, the Budget Office has implemented a program to support online program development. Units may submit a proposal that, if approved, will receive financial support from the office for the purpose of developing new online programs. Chair Hartzell will put additional information about program development through the Budget Office on the senate BbLearn website. For more information on summer programs see the PDF “FY Summer 2014 Outreach & Summer Revenue” available on the Budget Office website http://www.uidaho.edu/budgetoffice

Provost’s Report. Provost Aiken reported on the following items:
- The Provost indicated that she had participated in and enjoyed her service on the University Budget & Finance Committee and the President’s Athletics Advisory Council and encouraged senators to choose to serve on these committees.
- Provost Aiken indicated that we are beginning to see activity related to the upcoming legislative session. It is not yet time to call legislators regarding the SBOE’s budget recommendations to the governor. The governor will submit his budget recommendations to the legislature in December. If CEC, deferred maintenance and/or the 2nd year law program in Boise make it onto the governor’s budget, then (in December) it will be time to contact legislators.
- There has been ongoing significant discussion regarding the new classification system and an appeals process is in place. Concerned staff are strongly encouraged to avail themselves of this process as this will be their only opportunity to do so. ITS (Information Technology Services) is working to make Banner show only pay grade and working title for each position. Also, the consultant who worked with UI on the reclassification project will return to the Moscow campus this fall. Please send any questions you may have for the consultant to Provost Aiken. In response to a senator’s question, Provost Aiken reported that the previous classification system was outdated, not best-practice and not working well for us and it would be difficult to challenge the new classification system at this point. Rather, we should work at making this new system work for us.

Staff Affairs: Chair Hartzell then introduced Brian Mahoney, who thanked senate for the invitation and explained that in addition to his role as chair of the Staff Affairs Committee, he also works at Campus Recreation and the Student Recreation Center. Mr. Mahoney informed senators about the upcoming Staff Appreciation Fair on September 26, 10am-2pm, in the Student Recreation Center due to the unavailability of the SUB Ballroom. Mr. Mahoney then briefly described staff concerns for FY14, including:
- Negative mood among staff due to the classification and compensation study and overall hiring practices:
  - While there are neither decreases in pay nor loss of jobs for current employees, many staff are concerned about the entire process and a perceived lack of transparency and communication. Supervisors in particular are concerned about whether we will be able to hire qualified candidates in the future under the new classification/compensation system.
  - Staff who were bumped into a higher classification as a result of these changes did not receive pay increases despite being in a classification that has a higher pay range.
  - Staff Affairs members met with Greg Walters, Executive Director of Human Resources, in April at which time Mr. Walters proposed policy and procedural changes that were not well-received. Staff Affairs was able to take the process off of the fast track and slow it so that
staff could examine the proposed policy changes more carefully. Senators Baillargeon and Miller are on a committee which is looking at drafting policy wording.

○ Staff Affairs leadership has met with University of Idaho President Don Burnett and Ron Smith, Vice-President for Finance and Administration, on many occasions which has resulted in better communication between staff and upper administration. A presidential communication dated April 2 allowed for more staff representation on the classification/compensation appeals’ committee, with four staff members now serving on the committee including three Staff Affairs members (two of whom serve on Faculty Senate, as well) and one member from Facilities. [N.B.: Senator Baillargeon later provided the following correction: “The committee includes two Staff Affairs members and one staff member who serves on Faculty Senate.”] Four administrators on the appeals committee are Mr. Ron Smith, Provost Aiken, Carmen Suarez, Chief Diversity Officer and Assistant Vice-President for Student Affairs, and Jack McIver, Vice-President for Research.

○ Staff Affairs was able to negotiate an extension of the appeals deadline; facilitate placing all PDoS (position description questionnaires) online; and creation of a Staff Affairs writing group that reports to President Burnett and Mr. Mahoney.

○ One positive outcome: approximately 60 staff members will receive pay increases to bring them into the minimum of their pay range, which will cost UI about $180,000.

• Staff Affairs is investigating the possibility of holding more collaborative events which could save money and potentially allow for more and higher-paying awards. For example, last year the staff awards program was held on the same day as the faculty awards program and advance planning could have allowed for savings on setup fees and staff.

• Goals from June 2013 Staff Affairs retreat include: more advocacy for staff, continued and enhanced relationship with UI President and upper administration, determining lists of staff needs and development of a strategic plan that allows for more autonomy.

Mr. Mahoney responded as follows to senators’ questions:

*What is the best mechanism for Faculty Senate and Staff Affairs to work together?* Leadership teams from both groups could meet regularly or the Staff Affairs chair could give a presentation at senate on a monthly basis.

*What are the greatest concerns of staff members regarding the classification study?* Most staff do not have any concerns with the classification part of the process and new pay-grades did not generate a lot of discussion among staff. Job titles are a concern because these affect staff members’ sense of self-worth. Hiring practices are the most concerning part of this process and concerns about hiring practices are negatively affecting staff morale. For example, hiring someone in a range between the minimum and the first quartile will make it extremely difficult to hire qualified people in the future. One participant at the recent forums regarding the classification process said that if they had to rehire everyone in their office at the new rates of pay, it would save their office $150,000. There are also some questions about why we have gone from 18 to 12 pay grades which will make it much more difficult to be reclassified. As a result, supervisors and staff that they supervise may fall into the same pay grade. Senate Chair Hartzell added that if she needed to hire people for her lab she would be required to offer $15,000 less than she is paying the current employee and it would be difficult to find qualified people. Senators Baillargeon and Miller added the following staff concerns: some staff have been reclassified into lower positions than other staff who they outrank; there have been reclassifications into higher pay grades with no accompanying raises; there was some confusion over PDoQs (position description questionnaires); and the process lacked transparency from the outset. Also, some staff were assigned working titles that are higher than their classification and this caused a huge morale issue. Staff viewed these as demotions, although there were no changes in compensation. This is a big issue and staff had no voice in this decision.
Staff Affairs meeting agendas, minutes and other information are available at this website: http://www.uidaho.edu/staffaffairs

Mass email to Faculty: Chair Hartzell next introduced Ben Kirchmeier, ITS customer support manager, to speak about mass emails to faculty accounts. Mr. Kirchmeier said that ITS has received many complaints over the past 12-18 months about university-sourced “spam-y” email hitting faculty and all university inboxes. These messages generally were not about items of interest to everyone. ITS has implemented a targeted approach to handling these messages that should result in fewer of these messages hitting inboxes:

- Official messages require no approval from ITS, although ITS moderates those messages to ensure attachments remain small and HTML is formed correctly.
- Two types of emails: emergency emails typically require interaction with the president’s and provost’s offices, the vice-president for finance/administration and the emergency/security services manager. Non-emergency messages include executive communications sent by the president’s office and the faculty secretary’s office and these do not require much moderation by ITS.
- Approval for the faculty list has changed and now requires a vice-president or higher to send messages to the faculty list; the senate chair and vice-chair also may send messages to the faculty list.
- Alternatives to using the faculty list include: Today’s Register, current and future calendaring systems, targeted email lists (such as individual units’ lists) and the ASUI website.
- Faculty senate could help by providing guidance on what content should be approved for the faculty lists or perhaps the chair and vice-chair could assist ITS with decisions about some of the questionable messages.
- “Questionable” emails include those that are formed without using UI template or branding; and email sent by faculty regarding something specific to their field but not necessarily newsworthy to everyone.
- More spam filters are being used by ITS and this has resulted in fewer viruses for all email.

Senators inquired about decisions regarding who is able to post messages to the faculty list since there are conferences or other academic sharing of ideas that seem appropriate for this list. Provost Aiken suggested using other lists for specific units, such as college lists or department lists, when making these types of announcements as we want a minimum number of messages to be sent to the all-faculty list. Mr. Kirchmeier responded that this is an area where ITS could use some guidance from senate. A senator respectfully pointed out that while a faculty member may want to send a message to a wide audience via the faculty list, not all faculty may want to read that message. At a senator’s suggestion Mr. Kirchmeier said it may be possible to create a digest of the faculty list. It was suggested that a committee review this matter and Chair Hartzell said she would forward this matter to the faculty senate information technology committee which will report back to senate at a later date.

Conference Management Services: Chair Hartzell then introduced Cami McClure, business affairs operations officer, and Robert Anderson, director of university support services. Ms. McClure and Mr. Anderson provided a brief overview of the recently revived conference management services operation which provides services for all types of things that are conference related. This is a rebranding of services that already exist with the stated goal of bringing organizations to UI, exposing faculty and staff from other institutions to the UI/community and bringing in potential students, as well, to help drive enrollment and faculty/staff recruitment and retention. Their website is available at: http://www.uidaho.edu/uss/Conference-Management-Services
Ms. McClure and Mr. Anderson responded as follows to senators’ questions and comments:

*UI had a conferences office in the past but it went away due to financial considerations. Has something changed that we now have money to support this office?* The previous operation was hemorrhaging funds because no one wanted to pay the costs associated with it and eliminating that operation in 2009 was a cost-cutting measure. The operation is now self-sustaining with the expertise to run conferences and they are able to help with larger conferences, in particular. Forty-person conferences are not what they have in mind, although they are willing to provide assistance with those smaller conferences, too.

*What is an appropriate conference size for using the Conference Management Services?* All are welcome to call us at any time because we want to help you with room, space, scheduling and so on for your conferences. From a business standpoint we would love to have more of the 400-600 person conferences, but give us a call for any conferences you may be planning and we will be happy to help. We are also trying to bring in more concerts and other acts, which has become more cost effective due to some changes that have been made to the Kibbie Dome. We want to bring more activity into the dome.

*What about your proposed connection with the city of Moscow?* We are working very closely with the Chamber of Commerce and local businesses. We have received some one-time funding from Hagadone hospitality to fund events at the Best Western University Inn and the Coeur d’Alene Resort in their conference centers. The Hagadone money was a kick-start for conference management. We also worked with the Chamber of Commerce on their Idaho Tourism grant and they secured a significant grant this year and a large portion of it was the conferencing and events piece.

*Do you work with organizing events in areas other than Moscow and Coeur d’Alene?* We work across the state and beyond. In the past we have worked on conferences that were held in other locations, including Canada.

Senator Cobb added that the Graduate and Professional Student Association (GPSA) distributes money, once per semester, to UI students who want to sponsor conferences or workshops. Faculty may want to encourage students to apply for the GPSA workshop grant so that GPSA can put money toward these conferences.

**Special Orders.** Retreat review. Chair Hartzell encouraged senators to visit the BbLearn site to vote on prioritizing issues for senate to address this year. A number of senators expressed difficulty with accessing the BbLearn senate site and list of issues. Chair Hartzell will work on correcting this problem.

**Adjournment:** It was moved and seconded (Stoll, Awwad-Rafferty) to adjourn at 4:38pm. Motion carried unanimously.

Respectfully submitted,

Gail Z. Eckwright
Secretary to Faculty Senate and Faculty Secretary
MEDICAL AND Rx PLAN CHANGES

1. Comply with new federal regulations, required PPO Out-of-Pocket Max (OOPM) accumulation for medical copays.
   a. cost is reflected in the employee contributions on the PPO plan
2. Removal of annual dollar limits on essential health benefits.
   a. essential health benefits are defined by State definitions but include categories of benefits such as pediatric services, maternity and newborn care, hospitalization emergency services, etc.
   1. Removed the current dollar limit on Growth Hormone Therapy.
   2. Removed the limit on Diabetes self-management education materials.

RETIREE PLAN CHANGES

1. No plan changes.
2. Rate increase across all levels of coverage of 20% for Pre-Medicare plans with Tier I receiving 10%. Post-Medicare plans 0% increase. This applies only to those plans that currently charge a per month contribution.

DENTAL, VISION, AND DISABILITY PLANS

1. No plan changes.

FLEXIBLE SPENDING ACCOUNT CHANGE

1. An open and competitive request for proposal for the University’s Flexible Spending Account, Dependent Care Account, and Health Reimbursement Account has been submitted to Purchasing.

RATE CHANGES

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<th>2014</th>
<th>Change</th>
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Patient Protection and Affordable Care Act (PPACA)

PPACA requires that most individuals obtain health insurance coverage or pay a penalty beginning in 2014. This is done through individual and employer mandates in 2015. Employers with 50 or more employees are required to offer coverage to employees working 30 hours or more or pay penalties.

Recent Changes

- Department of Treasury announced on July 2nd that it is delaying PPACA’s employer shared responsibility penalty and reporting requirements
  - Because the reporting information is required to enforce the employer shared responsibility penalty, the penalty is also delayed one year until 2015
  - The individual mandate and penalties are NOT delayed and will be effective in 2014
  - IRS expects 2014 to be a “dry run” for employer systems, and may be more likely to enforce penalties, for unintentional errors
  - Delay may provide time for additional release of guidance on topics important to the university. (For example, temporary faculty and student employees.)

University’s Plan

Implement the PPACA requirements as planned on January 1, 2014 and not January 1, 2015 as required. Offer benefits defined below to non-subsidized employees, also defined below.

For 2014, the University has chosen to use these definitions for Non-Subsidized Employees:

Non-Subsidized Employees – the employees who work 30 hours per week or more who are not already in a board-appointed and health benefit-eligible positions. This is the group eligible for the alternate benefit offerings under PPACA. For now, we defined these as:
- current temporary employees working 30+ hours per week during look back period
- new temporary employees anticipated to work 30+ hours
- temporary faculty teaching 10 credit hours (1 credit = 3 hours of work) or more per semester
- students in a temporary staff position - If a student happens to work in a temporary staff position and meets the hourly eligibility requirements, then they would fall into this non-subsidized employee group

Subsidized Employees – employees in a board-appointed health benefit-eligible position

Student Employees – Research Assistants and Teaching Assistants
No benefits offered to student employees for 2014. Hopefully further guidance with regard to student employees will be forthcoming with the additional year to prepare.

Plans Offered:

Offer current medical/RX plan at full-cost to the newly eligible employees. Coverage would be offered to the employee and dependents but not the spouse. This is the requirement of the Federal guidelines. There will be no fringe cost to departments for 2014 for the newly eligible employees.

Why Proceed Now?

The benefits of proceeding will greatly enhance our ability to fully comply and minimize potential issues at the beginning of 2015. We will be able to address issues with administrative procedures, reporting, as well as eligibility look-backs during 2014.