

BENEFITS ADVISORY COMMITTEE (BAC) KICKOFF MEETING

DECEMBER 16, 2020



MEETING AGENDA

- Agenda Review
- Introductions
- Review of Charter (Purpose & Responsibilities)
- Framework
- Committee Norms
- Introduction to Benefits Administration/Overview of Benefits
- Current Initiatives
- Planning/Next Steps

Benefits Advisory Committee 2020-21

Name / Title	Department / Primary Campus	E-Mail	Constituency	Term Ending
Arauz, Juana Sr. Financial Analyst	SSOM HSC	jarauz@luc.edu	University Representative	2022-23
Evans MFA, Kelli D. Assistant Professor	Fine & Performing Arts LSC	kevans8@luc.edu	University Representative	2020-21
Kotowski, Peter B. Asst. Director	Advancement: Prospect Research WTC	pkotowski@luc.edu	University Senate	2021-22
Lotesto, Krista M. Research Assistant	SSOM Burn Shock Trauma Institute HSC	klotesto@luc.edu	Staff Council	2021-22
Rajendra PhD, Tisha M. Associate Professor	Theology Department LSC	trajendra@luc.edu	University Senate	2022-23
Rushin JD PhD, Stephen M. Associate Professor	Law School WTC	srushin1@luc.edu	Faculty Council	2022-23
Shoenberger JD LLM, Allen E. Professor	Law School WTC	ashoen1@luc.edu	Faculty Council	2020-21
Steinfels, Kathleen C. Assistant Bursar	Bursar's Office LSC	ksteinf@luc.edu	University Representative	2021-22
Tate, Brody C. Learning Portfolio Program Manager	Center for Experiential Learning LSC	btate@luc.edu	Staff Council	2020-21
Williams PhD, Winfred Vice President, Human Resources & CDIO	Human Resources WTC	wwilliams5@luc.edu		Ex- Officio
Hanson, Danielle Associate Vice President	Human Resources WTC	dhanson@luc.edu		Ex-Officio

BENEFITS ADVISORY COMMITTEE CHARTER

PURPOSE

The Committee's purpose is to offer advice, feedback, and recommendations to the Vice President of Human Resources and President regarding benefit program design, benefit communication strategies, benefit communications (all media) and benefit educational programming. The committee will promote awareness of University's benefit plans and benefit plan changes among faculty and staff

BENEFITS ADVISORY COMMITTEE CHARTER

3. RESPONSIBILITIES AND DUTIES

In carrying out its purpose, the advisory group shall perform the following responsibilities and duties:

- A. Review, discuss and advise regarding significant benefit plan design changes
- B. Improve Communication and Promote Awareness of University Benefits
 - 1. Evaluate and recommend communication strategies that ensure regular, effective and clear communication with all faculty and staff regarding benefits
 - 2. Assess effectiveness and recommend enhancements to all benefit communications and methods (media, timing, content, educational approach, for location)
 - 3. Critique and recommend improvements to any specific benefits communication or benefits educational campaign
 - 4. Aid in the prioritization of benefit communication projects

FRAMEWORK

- The future will look different
- The landscape of Higher Education is changing
- Take the long view while also looking at the present
- Ensure comprehensive benefit offerings to meet the needs of LUC faculty/staff
- Ensure contemporary and competitive benefit offerings
- Ensure cost effectiveness of benefit programs to support budget requirements
- Balance employee satisfaction dynamics with operational needs
- Align with Jesuit Catholic Mission & Values

COMMITTEE NORMS

- ✓ Ensure respectful, professional, and civilized discussions
- ✓ Ensure integration of diverse opinions and perspectives
- ✓ Respect the conversation, perspectives, and the opinions of others
- ✓ Respect committee member privacy....Refrain from repeating/quoting discussions and/or comments by members outside of meetings
- ✓ Safeguard the integrity of the committee's work by not redistributing any of the work products used by the team e.g. presentations, reports, spreadsheets, etc.
- ✓ Support the communication timelines
- ✓ Facilitate outreach to relevant stakeholders to engage in dialogue, when designated
- ✓ Refrain from sharing information prematurely

OVERVIEW OF EMPLOYEE BENEFITS

OVERVIEW OF EMPLOYEE BENEFITS

Benefits Administration Rhythm and Cycle

- Fall- Open Enrollment
- Spring- Planning & Decisionmaking
- Review/Approval Process:
 - VP, Human Resources
 - Budget Alignment Team
 - Strategic Financial Planning Team (SFPT)

INITIATIVES IN PROGRESS

Administration's Input

- 403b contribution- Temporarily suspended
- 403b match – Temporarily suspended
- Redistribution of monthly medical insurance premiums by salary level (2022)

INITIATIVES TO REVIEW

Constituency Group Input

- Tuition Benefit/FACHEX
- Open Enrollment Communication timeline

PLANNING & NEXT STEPS

Standing Committee Meetings

- Two meetings per semester, per Charter
- Suggested Timeframes:
 - Start of Semester
 - End of Semester
- Other small group meetings as scheduled by the work group

PLANNING & NEXT STEPS

Roles/Responsibilities

- Facilitator
- Note Taker/Meeting Minutes
- Researchers
- Resource Support Finance

PLANNING & NEXT STEPS

Document Management

- Template for Taking Meeting Minutes
- Meeting Minutes, Reports, Presentations, and Other work products stored in Sharepoint folder for access by the BAC Members

Questions/Comments/Discussion



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Thank you in advance for your service



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