BENEFITS ADVISORY COMMITTEE (BAC) KICK-OFF 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
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<tr>
<th>Name / Title</th>
<th>Department / Primary Campus</th>
<th>E-Mail</th>
<th>Constituency</th>
<th>Term Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arauz, Juana Sr. Financial Analyst</td>
<td>SSOM HSC</td>
<td><a href="mailto:jarauz@luc.edu">jarauz@luc.edu</a></td>
<td>University Representative</td>
<td>2022-23</td>
</tr>
<tr>
<td>Evans MFA, Kelli D. Assistant Professor</td>
<td>Fine &amp; Performing Arts LSC</td>
<td><a href="mailto:kevans8@luc.edu">kevans8@luc.edu</a></td>
<td>University Representative</td>
<td>2020-21</td>
</tr>
<tr>
<td>Kotowski, Peter B. Asst. Director</td>
<td>Advancement: Prospect Research WTC</td>
<td><a href="mailto:pkotowski@luc.edu">pkotowski@luc.edu</a></td>
<td>University Senate</td>
<td>2021-22</td>
</tr>
<tr>
<td>Lotesto, Krista M. Research Assistant</td>
<td>SSOM Burn Shock Trauma Institute HSC</td>
<td><a href="mailto:klotesto@luc.edu">klotesto@luc.edu</a></td>
<td>Staff Council</td>
<td>2021-22</td>
</tr>
<tr>
<td>Rajendrav Phd, Tisha M. Associate Professor</td>
<td>Theology Department LSC</td>
<td><a href="mailto:trajendra@luc.edu">trajendra@luc.edu</a></td>
<td>University Senate</td>
<td>2022-23</td>
</tr>
<tr>
<td>Rushin JD Phd, Stephen M. Associate Professor</td>
<td>Law School WTC</td>
<td><a href="mailto:srushin1@luc.edu">srushin1@luc.edu</a></td>
<td>Faculty Council</td>
<td>2022-23</td>
</tr>
<tr>
<td>Shoenberger JD LLM, Allen E. Professor</td>
<td>Law School WTC</td>
<td><a href="mailto:ashoen1@luc.edu">ashoen1@luc.edu</a></td>
<td>Faculty Council</td>
<td>2020-21</td>
</tr>
<tr>
<td>Steinfels, Kathleen C. Assistant Bursar</td>
<td>Bursar’s Office LSC</td>
<td><a href="mailto:ksteinf@luc.edu">ksteinf@luc.edu</a></td>
<td>University Representative</td>
<td>2021-22</td>
</tr>
<tr>
<td>Tate, Brody C. Learning Portfolio Program Manager</td>
<td>Center for Experiential Learning WTC</td>
<td><a href="mailto:btate@luc.edu">btate@luc.edu</a></td>
<td>Staff Council</td>
<td>2020-21</td>
</tr>
<tr>
<td>Williams Phd, Winfred Vice President, Human Resources &amp; CDIO</td>
<td>Human Resources WTC</td>
<td><a href="mailto:wwilliams5@luc.edu">wwilliams5@luc.edu</a></td>
<td>Ex-Officio</td>
<td></td>
</tr>
<tr>
<td>Hanson, Danielle Associate Vice President</td>
<td>Human Resources WTC</td>
<td><a href="mailto:dhanson@luc.edu">dhanson@luc.edu</a></td>
<td>Ex-Officio</td>
<td></td>
</tr>
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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.
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, forum and 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 & Decision-making
- 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
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
Roles/Responsibilities

- Facilitator
- Note Taker/Meeting Minutes
- Researchers
- Resource Support - Finance
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
Thank you in advance for your service