Appalachian State University Staff Senate Minutes
August 13, 2013
224 I.G. Greer, 1:30pm

Action items for Senators and Alternates:

- Send suggestions on how to increase compliance with new campus smoking policy to Katherine Sbarbaro.
- Sign up to volunteer as a shopper or driver for the AppKIDS shopping day: [http://staffsenate.appstate.edu/volunteer-projects/appkids-sign](http://staffsenate.appstate.edu/volunteer-projects/appkids-sign)

Announcements:

- Kudos to Debbie Bauer for her work encouraging staff involvement in the Edible Schoolyard (near the LLC).
- Congratulations to the 2013 Staff Award Winners: Debbie Bauer, Keith Younce, Amy Greer, and Misty Reece.
- 2014 Annual Enrollment for health benefits begins soon, and there are significant changes to the health plan this year. Register for an HR information session: [http://workshops.appstate.edu/detail.aspx?key=946](http://workshops.appstate.edu/detail.aspx?key=946)

Mark your calendar:

- Senate meeting: September 10, 2013 at 1:30pm in 226 Linville Falls Room, PSU
- Senate meeting: October 8, 2013 at 1:30pm in 226 Linville Falls Room, PSU
- Walk with Staff Senate during Convocation: September 10, 2013. Meet at 9:30am in the NW entrance of the Holmes Convocation Center.

Attendance:

Present: Berry, Elaine; Dale, Patty; Eckerd, Monique; Eldreth, Chelsie; Gryder, Alice; Hicks, Loyd; Hicks, Sandy; Love, Amy; Mann, Kathy; McInturff, Jackie; Mitchell, Andrea; Riedl, Tess; Sanders, Amy; Smith, Janice; Snook, Kevin; Tibbett, Debi; Trivette, Cindy; Watson, Lisa; Whittington, Kathy; Wood, Angel; Ziegler, Cathy

Absent: Anderson, Carol; Barbee, Diana; Burleson, Sheila; Carpenter, Erin Carter, Leslie; Craft, Betsy; Eggers, Gloria; Eller, Peggy; Gainey, Courtney; Gill-Johnson, Sali; Gragg, Debbie; Grant, Tony; Harmon, Kara; Harrison, Kathy; Huffman, Julie; Hyle, Kristin; Jamison, David; Lambert, Jamy; Link, Loretta; Lowenberg, Diane; Lunsford, Mark; Lyons, Danna; Marsh, Clinton; McCormick, Marty; Merrell, Donna; Paige, Russell; Parnell, Regina; Perry, Amanda; Piazza, Joseph; Probst, Elizabeth; Ragan, Greg; Roach, Roy; Saunders, Shannon; Sbarbaro, Katherine; Scarborough, Barbara; Scott, Cathy; Stocker, Thomas; Tickle, Jeff; Travis, David; Walker, Pam; Wallin, Charlie; Waters, Robin; Young, Vickie

Excused: Bentley, Teresa; Carriere, Debbie; Carter, Kim; Church, Lynn; Clark, Kay; Deas, Kathy; Dehus, Sydney; Hoffman, Kate; Hyle, Eddie; Pelliccio, Dee; Ray, Kathy; Tedder, Jamie

Guests: Franya Hutchins, Fermentation Sciences
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Minutes:
1) **Meeting was called to order** by Kevin Snook at 1:33pm.
2) **Approval of minutes:** The June 11, 2013 Staff Senate meeting minutes were approved by general consent with no changes other than typo corrections submitted by Patty Dale in advance of the meeting. Motion by Kathy Mann, seconded by Andrea Mitchell.
3) **Treasurer’s Report:** The Treasurer’s Report was approved by general consent with no changes. The campus has still not received a budget, so Staff Senate has not yet received an allocation. Patrick McCoy does not anticipate departmental-level budgets before October.

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4) **Chair’s Report – Kevin Snook**
   a) **Chancellor Search Committee Update** – Kevin Snook submitted a request via e-mail to Mike Steinback, copied to Chancellor Peacock, for inclusion of the staff representatives selected in July 2013 Staff Senate on the Chancellor Search committee. Mike Steinback confirmed receipt of the request. The Search committee should be set by August 16, 2013. Kevin Snook will be representing staff on the search committee, but it is a confidential process, so he will not be able to share much about the process with the Senate.
   b) **Convocation** – Enter at Northwest entrance to Holmes Convocation Center at 9:30 a.m. on September 10 to walk with Staff Senate at Convocation. Wear semi-formal dress. Staff Senate has assigned seating and will walk in the procession. Amy Sanders: Staff attendance at Convocation has declined in recent years. Patrick McCoy: It is open to all staff members, not just Senators. Snook will send invitation to all staff via ASUNfo after Patty Dale checks with Jennifer Schaefer about the amount of available seating for staff.
   c) The Staff Senate Constitution was officially approved by the Chancellor.
d) Shout Out to Staff – Two Shout Outs have been received so far. Recipients will receive a letter to their supervisor and a thank you letter.

5) HR Update – Patrick McCoy, Director of Human Resource Services:

a) Open Enrollment for the State Health Plan will take place Oct. 1-Oct. 31, 2013, with a January 1, 2014 effective date. Plan options have been significantly revamped; there will be a slightly different 70/30 plan, an 80/20, and an 85/15 plan that is different and complicated.

b) HR is going to dedicate a web portal on the HR website just for open enrollment. That site should be available beginning the first week of classes.

c) All enrollment will take place online. If you take no action, you will end up on the 70/30 plan.

d) Patrick recommends that all staff review the 80/20 plan options closely.

e) NC Flex enrollment will run simultaneously with the health plan open enrollment. No action is needed for those who do not want to change their NC Flex options, but for NC Flex benefits like FSAs, the changes in the State Health Plan may affect which benefits you want to opt in/out of for NC Flex.

f) HR plans to hold information sessions in late August and early September; look for publicity on listservs and HR website.

g) There will also be changes this year for retirees from the state health system, who will have to enroll online. Many will rely on Appalachian State’s Human Resources staff for help.

h) Appalachian State is required by the Affordable Healthcare Act to send individual notices to all employees by October 1, 2013 letting them know that each employee is responsible for making sure s/he has health insurance, or otherwise will receive a $95 fine by the IRS. All UNC system employees will receive the same notification. While the federal government deferred employer implementation until January 2015, the individual mandate has not been deferred. Non-student temps working >30 hours per week, who were expecting to get health insurance this year through Appalachian State but will not due to the delay in employer implementation, will be subject to a $95 fine. The $95 fine will increase significantly in future years.

i) Question: Are there proposed increases for the health insurance? Have they been announced?
   Patrick McCoy: The 70/30 plan remains free for employees. Patrick does not have dependent rates at this time. (See this document on the HR website for rates: http://hrs.appstate.edu/sites/hrs.appstate.edu/files/rates-table.pdf.) The 80/20 plan has three incentives that can reduce monthly out-of-pocket from $63.56 to $13.56: having a primary care physician; doing a healthcare questionnaire; certifying that you are a non-smoker. The reduction of out-of-pocket costs is just for the completion of the questionnaire, not for giving any particular responses on the questionnaire. A PDF will be linked from the Staff Senate webpage with an overview of the plans.

j) The new CDHP plan includes a $500 credit to be applied toward prescriptions or rolled over to next year.

k) Question from Lisa Watson: Since our department is so large, can we set up a special session for Physical Plant staff with Angie Miller? Patrick: Yes, it is already in process for Physical Plant and Dining Services. If others are in large departments that would like information sessions, contact
Angie Miller or Patrick McCoy. For small departments, it would be best if they could schedule joint sessions with other departments.

l) Question from Sandy Hicks: What about staff members who have disabilities and cannot do the online enrollment? Patrick McCoy: There will be a phone number where people can do enrollment by phone. If the person has a disability registered with the Office of Disability Services, HR will make reasonable accommodations.

m) The State Health Plan will also be offering an information session October 16 at the Meadowbrook Inn in Blowing Rock, NC, but this date is halfway through open enrollment, so attend the on-campus sessions if possible.

n) Special Leave: The legislature granted five days of Special Leave, which will be handled on timesheets the same way it was last year. Expect communication from HR about this.

6) Committee Updates:

a) Freshman Move-In – Alice Gryder:
   i) There are four or five spots still available for staff members who would like to volunteer at Staff Senate tents, so please sign up or encourage coworkers to do so.
   ii) Amy Sanders: Staff Senators do not do any actual moving; they just give out free water and snacks and answer questions.
   iii) Volunteers will receive an e-mail from Alice Gryder with instructions and frequently-asked questions.

b) AppKids – Cathy Ziegler:
   i) School supply collection is currently happening. All buildings except one have collection boxes.
   ii) There is a volunteer form ready on Staff Senate website for shoppers and drivers for shopping day in November: [http://staffsenate.appstate.edu/volunteer-projects/appkids-sign](http://staffsenate.appstate.edu/volunteer-projects/appkids-sign)

C) Winter Break – Debi Tibbett:
   i) Winter Break Closing Survey was distributed today; encourage all staff to fill it out. Hard copies were distributed to food services and physical plant.
   ii) Winter Break Closing Committee will be meeting again in August
   iii) Question from Franya Hutchins: Is there anything else that staff can do give feedback about their issues with these closings, other than filling out the survey? Answers from Monique Eckerd and Patrick McCoy: The survey is the primary way for staff members to provide feedback now. Amy Sanders: After completing the survey, can you also e-mail your comments Patrick McCoy, who is chairing the Winter Break Closing Committee.
   iv) Question: How many other UNC system schools are doing this? Patrick McCoy: A majority.
   v) Over a third of the 1500 leave-earning employees have already responded.
vi) The survey has no closing date yet, but will probably be cut off at convocation, after a reminder.

7) Old Business:
   a) Chancellor Appreciation Committee – Snook again requested a volunteer to plan a Chancellor Appreciation Event. Kathy Whittington volunteered. If you would like to volunteer to serve on the committee, contact Kathy Whittington.

8) New Business:
   a) Amy Sanders: State Employees Combined Campaign will start at end of September.
   b) Tess Riedl: Is there someplace where we can find who is on the Smoking Committee? Snook: Katherine Sbarbaro is our Staff Senate representative; there is also a website.
   c) Amy Sanders will be sending out a schedule poll this week to schedule a first meeting for the Policy Committee.

9) Adjournment – The meeting adjourned at 2:38pm.

Respectfully submitted,

Amy Love, Secretary