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2004 July 12 - Staff Senate Agenda and Minutes

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East Tennessee State University

STAFF SENATE

AGENDA

July 12, 2004

Forum - DP Culp Center

1. Call to Order
2. Guest Keith Johnson and Col. Terry (ROTC)
3. Approval of Meeting Minutes – June 2004 Minutes (one correction – Cindy Proffit’s name was left off attendance list.)
4. Treasurer Report
5. Committee Reports
 - A. Staff Development and Evaluations
 - B. Staff Concerns and Grievances
 - C. Committee on Committee
 - D. Elections
6. Old Business
 - A. Military Drive with Faculty Senate
 - B. New Staff Senate Shirt (Kathy Brooks- chair of committee)
 - C. Blood Drive Committee Report – (Betty Grice)
7. **New Business**
 - a. Email from Dr. Stanton concerning salary increases across the board. (Copies on table)
 - b. Other new business to discuss.

Next Meeting - Monday, August 9, 2004

EAST TENNESSEE STATE UNIVERSITY
Staff Senate Minutes
July 12, 2004

PRESENT: Carolyn Bond, Kathy Brooks, Renee Couch, Eric Crigger, Tim Dills, Corintha Duncan, Charles Forrester, Joy Fulkerson, Betty Grice, Thomas Hill, Suzy Hooven, Carolyn Hopson, Clifford Hudson, Judy Lawson, Chris Loveday, Darcy Martin, Trillis McKee, Donna Murphy, Terry Nelson, Judy Oaks, Kathy Smith, Andre Stevens, Rita Taylor, Sue Taylor, and Cindy Weaver.

ABSENT: Constance Alexander (excused), Judy Branson, Sharon Chandler (excused), Kim Denton (excused), Mary Duncan (excused), David Jones (excused), Jane Jones (excused), Bobbie Lewis, Pat Myrick, Betty Ann Proffitt (excused), Cindy Proffitt (excused), Carla Warner (excused), and Joe Webb (excused).

1. President Kathy Smith called the meeting to order at 2:30 p.m.
2. President Smith introduced Mr. Keith Johnson of Veteran's Affairs who gave a presentation on the Military Drive. Due to the security concerns with shipping boxes, his recommendation was to focus on a fund raising campaign to provide telephone cards. Mr. Johnson will research which telephone companies can provide the service.

A motion was made by Senator Kathy Brooks for staff senate to participate in the fund raising campaign. Senator Darcy Martin seconded. Motion carried.

Representatives from staff senate, faculty senate, and veterans affairs will be serve on the Military Drive committee. Staff senate representatives will be Senators Darcy Martin, Cindy Weaver, and Clifford Hudson.

3. Senator Carolyn Bond made a motion to approve the June 14, 2004 minutes. Senator Betty Grice seconded. Motion carried.
4. Treasurer Report - Senator Charles Forrester reported a balance in the operating account of \$3,000 for 2004-05. The Thanksgiving basket balance of \$5.00; staff senate shirt account balance of \$497.77; and \$7,000 balance in staff awards.
5. Committee Reports
 - A. Staff Development and Evaluations Committee – No Report
 - B. Staff Concerns and Grievances – No report
 - C. Committee on Committees – No report
 - D. Elections Committee – Senator Tim Dills reported that nominations are due back by Friday, July 16, 2004. Ballots will be developed and mailed in the next couple of weeks.
6. Old Business
 - A. Staff Senate Shirts – Senator Kathy Brooks reported the committee narrowed the selection down to two vendors. The committee needs to finalize some details before presentation to staff senate.
 - B. Blood Drive – Senator Betty Grice reported the Blood Drive resulted in 52 units of blood being donated. Our goal was 70 units.

7. New Business

- A. Senator Joy Fulkerson reported that another blood drive would be held during Homecoming Week by Volunteer ETSU.**
- B. President Smith distributed copies of the e-mail from Dr. Stanton concerning the across the board salary increases.**

8. Meeting was adjourned at 3:00 p.m.

The next meeting will be August 9, 2004.

**Respectfully submitted,
Sue Taylor, Secretary**

July 12, 2004

I President Kathy called meeting to order

II Introduced Keith Johnson from Veterans affairs.

local: 16 army + navy reserve
1 Marine reserve

180 members
60 students
22 ETSU students } 1 yr. minimum

278 - 12 students - mobilized for year + half

III Minutes of last meeting - motion to accept was made by Carolyn Bond and seconded by Betty Bruce. approved

IV Treasurers Report - 2004/05
\$3,000.00 Operating
5.00 Thanksgiving
497.77 Shirts
7,000.00 Staff Awards

V Committee Reports

- A. Staff Development + Evaluations - No report
- B. Staff concerns and Grievances - No report
- C. Committee on Committees - No report
- D. Elections - Nominations due in by July 16th

VI Old Business

A. military Drive

B. Down to 2 shirt designs - to contact that person to finalize

C. Blood Drive: 52 donations which was about 74%

Smith, R. Kathryn

''
Salary Increases''

From: Collins, David D.
Sent: Friday, July 09, 2004 3:39 PM
To: faculty@etsu.edu; staff@etsu.edu
Subject: A message from President Stanton

I am pleased to report that the 2004 legislative session was a good one for our employees. I am sure many of you have heard the results, but I wanted to take this opportunity to provide you with information concerning employee salaries.

1. All unrestricted and restricted regular full-time and part-time employees and participants in the post-retirement service program who are on the payroll as of June 30, 2004 will receive an across-the-board increase of 3% effective with their July paycheck.
2. All employees as noted above who are still on the payroll as of October 1 will receive a bonus of \$210 or \$70 per year of service as of June 30, 2004 up to a maximum of 25 years (\$1,750) whichever is greater. Bonuses for part time employees will be pro-rated based on their percentage employment with the minimum payment being \$210. It is planned at this time for this bonus to be distributed to all employees on October 15.
3. We are requesting permission to implement the third step of our salary equity plan. This will be submitted to the TBR for approval at the September meeting to be effective October 1. If approved, the increase will be reflected in the October paycheck. All persons who were employed as of June 30, 2003 will be eligible for salary equity. Employees will be notified by separate letter during the first week of October providing the methodology and amount of equity adjustment.
4. Longevity payments remain at \$100 per year of creditable service with the maximum number of years of service remaining at 25 years. The \$20 per month employer matching fund for eligible 401 (k) participants will also continue.

I am happy that the improvement in the state's financial condition has provided the opportunity for the above salary increases. I am proud that we have been able to manage our institutional budget in a manner that allows us to implement the next step of the equity plan. My top priority has always been to ensure that ETSU employees receive a competitive salary for the exceptional work you perform.

If you have any questions regarding any of the above, please contact Human Resources at 94457.

Sincerely,

Paul E. Stanton, Jr.
President

INSURANCE BENEFIT CHANGES AND PREMIUM INCREASES FOR 2004

On July 31, 2003 the State Group Insurance Committee met to discuss vital issues relating to the State, Local Education and the Local Government Insurance Plans. The Division of Insurance Administration (DIA) prepared many detailed reports including income, expenses, plan activity, reserve requirements, and estimated fund equity for 2003 calendar year-end. These reports were presented to provide comprehensive awareness of the financial condition of the state's insurance plans to committee members and for their review and discussion.

In order to fully grasp the status of the plans' financial condition, given depleted reserves and current growth trends, the committee listened intently as the Director of the State's Insurance Program, Dick Chapman, reviewed the multitude of documents. Growth trends are estimated based on increases in plan activity and are used in conjunction with cost data to recommend any changes that are necessary to adequately fund the plan. Premium increases alone were not sufficient to adequately meet anticipated expenses. All three plans experienced some loss during the past three years and this experience also impacted the recommended changes for 2004.

The recommendation from DIA of increases in premiums ranging from 7%-9%, depending on the option chosen, and benefit reductions ranging from 4%-5% were based on the following considerations:

- Compliance with the General Assembly Appropriations Act which allocated \$10.4 million for health insurance benefits for the fiscal year 2003-2004 budget, an amount insufficient to fund health insurance costs without shifting more of the expense to the employee
- Claims growth for the PPO, POS, and HMO plans have all recently shown higher rates of growth than anticipated
- Pharmacy costs have escalated to such a degree, because of increased use and cost, that further measures to reduce costs must be utilized

There was significant discussion from committee members about the obvious decisions that must be made and in the end certain modifications were approved to the recommended benefit changes. Premium recommendations were approved as submitted:

7% premium increase	PPO, BCBST POS, John Deere POS & HMO
8% premium increase	Aetna Nashville
9% premium increase	Aetna Memphis

The State, Local Education and Local Government Plans were all faced with similar decisions for 2003-2004 if health benefits were to be fully funded for next year.

When reviewing the increased cost in premiums for 2004 employees must remember the two-part affect for certain plan options. Premiums for the POS and HMO options reflect both the premium increase and the continued implementation of the process to move every employee's contribution to 20% of the total cost of whichever plan is chosen. This process was adopted by the State Insurance Committee in 2001 and the implementation has been over a period of time in order to moderate the impact employees will experience in any given year. It is expected that the process will be completed in 2005.

The tables below outline the benefit changes and premium increases that will be effective January 1, 2004 for all plan options:

BENEFIT CHANGES				
Plan	Benefit	2003		2004
PPO	Per Individual	\$250		\$300
	Per Family	\$625		\$750
	Annual out of pocket maximums (excludes mental health and substance abuse)			
		In Network	Out of Network	In Network
	Per Individual	\$1,250	\$3,750	\$1,300
	Per Family	\$2,500	\$7,500	\$2,600
	Annual Pharmacy Co-pay maximum Per individual	\$720		\$1,000
	Prescription Drugs	\$5 generic \$15 preferred brand \$25 non-preferred brand		\$5 generic \$20 preferred brand \$40 non-preferred brand

New mail order pharmacy benefit for 2004 provides a 90 day supply for one co-pay

PREMIUMS			
Plan		2003	2004
PPO	Employee	\$ 73.82	\$ 78.99
	Family	\$184.30	\$197.20
	Split	\$110.48	\$118.21

BENEFIT CHANGES				
POS				
BCBST John Deere	PCP Co-pay	\$15		\$20
	Specialist Co-pay	\$15		\$25
	Prescription Drugs	\$5 generic \$15 brand name		\$5 generic \$20 preferred brand \$40 non-preferred brand
New mail order pharmacy benefit for 2004 provides a 90 day supply for one co-pay				
PREMIUMS				
Plan		2003		2004
POS BCBST John Deere	Employee	\$ 57.14		\$ 62.85
	Family	\$142.67		\$156.94
	Split	\$ 85.53		\$ 94.09

BENEFIT CHANGES			
HMO		2003	2004
John Deere	PCP Co-pay	\$10	\$15
Aetna-Memphis	Specialist Co-pay	\$15	\$20
Aetna-Nashville			
	Prescription Drugs	\$5 \$15	\$5 generic \$20 preferred brand \$40 non-preferred brand
New mail order pharmacy benefit for 2004 provides a 90 day supply for one co-pay			
PREMIUMS			
Plan		2003	2004
HMO			
John Deere	Employee	\$ 52.87	\$ 58.16
	Family	\$ 132.03	\$145.23
	Split	\$ 79.16	\$ 87.07
Aetna-Memphis	Employee	\$ 48.17	\$ 57.80
	Family	\$119.29	\$143.15
	Split	\$ 71.12	\$ 85.35
Aetna-Nashville	Employee	\$ 48.65	\$ 55.95
	Family	\$123.69	\$142.24
	Split	\$ 75.04	\$ 86.29
New mail order pharmacy benefit for 2004 provides a 90 day supply for one co-pay			

A new Mail Order Pharmacy Benefit is available beginning next year for all plans. It will provide a 90 day supply of prescription medication delivered to your door. Not only is mail order pharmacy convenient and easy, but its use will generate significant savings where increased costs have surpassed all others in recent years. Savings in total plan costs over time helps maintain benefit levels and reduce the frequency of premium increases. Retail purchase of prescription medication will still be available but at an increased cost. Employees will receive detailed information about the process for mail order pharmacy at their home address with the fall 2003 Annual Enrollment/Transfer Period materials.

The fact that there was insufficient revenue to continue to fund the health insurance benefits at the current level for 2004 is not news to any of us. However, other factors have contributed to the changes that were approved by the State Group Insurance Committee. Health insurance costs for both the employer and the employee are always driven by *rising costs of services provided and an increased use of those services*. Doctor visits, undergoing tests or surgery to diagnosis and correct illnesses, the taking of prescription medications, are all provided to improve or maintain good health. Plan members rely on available services, but everyone can help reduce costs by taking a more active role in the treatment of any health condition. Asking questions of your doctor about network providers, alternative diagnostic tests and procedures, requesting generic substitutes when possible and checking to verify that the expenses you are charged represents a service that you received are all simple exercises. Each of us can do our part to help reduce overall costs. The need for quality and affordable healthcare is unquestioned so the search must continue for any possible method that will serve to protect this valuable employee benefit.