Note to Senators: Please share the senate agenda, minutes, and any other enclosures with your colleagues prior to the scheduled meeting. Senate meetings are open to all staff. Agendas, minutes, and attendance rosters are available on the Staff Senate website at http://www.etsu.edu/stsenate/default.asp.


UNEXCUSED: Laura Morin and Stefanie Murphy.

FRIENDS OF THE SENATE: Vanessa Canter.

I. Call to Order – President-Elect Josh Whitlock called the meeting to order at 2:30pm.

II. Approval of Minutes – The meeting minutes of May 12, 2014 and June 9, 2014 were approved as distributed.

III. Special Guest Presentation – Mr. Chuck Patton, Member, Veterans’ Affairs Standing Committee

Mr. Chuck Patton, member of the Veterans Affairs Standing Committee, and Mr. Phil Mehringer, Veterans Outreach Coordinator, offered an update on the activities of the Office of Veterans Affairs as a whole. The gentleman offered a PowerPoint presentation (attached.) Mr. Patton shared that there are eight separate resource entities currently on campus for student veterans. A new committee, developing and rising out of the Office of Student Affairs, will focus on the success of student veterans. Mr. Mehringer shared that the Veterans Affairs office is located on the first floor of Dossett Hall. He reported that there are currently approximately 500 veterans, dependents of veterans, spouses, and military spouses currently attending ETSU through the assistance of the GI Bill, and Mr. Mehringer shared that they are hoping to identify more. Mr. Mehringer shared that there has been a 30% increase in summer enrollment of student veterans over last academic year. Due to the large increase in military downsizing, he shared that ETSU is doing everything possible to get the military members enrolled at ETSU. For the past six years, an independent organization has tagged ETSU as a military friendly school and only 20% of schools in the United States have received this rating. There are criteria which determine the rating – some of the criteria include tuition deferment, in-state tuition, work study, Buc-Hero scholarships, and priority registration. When searching for a school, veterans will seek military friendly schools due to the various type of support offered. Veteran outreach plays an enormous part in the recruitment of veterans. A student veteran lounge is located on the third floor of Yoakley which houses a few computer workstations, a television, and offers an area for fellow veterans to fellowship. Mr. Mehringer encouraged Senators to visit the website for student veterans: http://www.etsu.edu/veterans. He encouraged Senators to forward any questions regarding outreach, or any other questions or concerns regarding veterans of any nature to call him at 9-4868.

Mr. Patton shared that Mr. Andy Brice is one of the founding members of the ETSU Chapter of Student Veterans of America, the chapter’s first president, and was recently awarded a graduate degree in Social Work. Mr. Brice has created a class with a curriculum to assist in identifying indications and effects of Post Traumatic Stress Disorder (PTSD), in veterans, firefighters, and police officers who may have
Mr. Patton shared an overview of the Veterans Affairs Standing Committee. The standing committee was founded in 2001 with an intent and purpose of planning, organizing, fundraise, and conduct the oversight of building the Veterans Memorial at ETSU. Currently, the ETSU Veterans Memorial is located in the flagpole area just in front of Memorial Hall which houses Brooks Gym. The current committee membership consists of three staff, faculty, and students; SGA President or designate; Assistant Registrar for Veterans Affairs; Representative from the Department of Military Science; and the Student Veterans of America designee. Dr. Noland has requested the committee to reach out to the College of Medicine and the College of Pharmacy, and as a result, soon to be added will be the Veterans Upward Bound designee and a Quillen Campus designee. A complete listing of committee members and the charge to the committee can be found at: http://www.etsu.edu/universitygovernance/committees/veterans.aspx. Mr. Patton reviewed some of the committee’s past accomplishments as well as future endeavors. In addition, he reported that in September 2015, the Reece Museum will serve as host for The Victory from Within: The American Prisoner of War Experience exhibit. The exhibit will assume the entire main portion of the Reece Museum. Along with the exhibit, on September 14th, there is an experiential, informative, and educational program planned which will last, in its entirety, approximately two hours. The program will include former POWs, who have fought in our wars, along with President Noland and other VIPs. Along with other POWs, Senator Hill shared that an attempt is being made to contact the longest Viet Nam prisoner of war to invite him to join in the event. An outreach is planned for area junior ROTCs as well as other local military organizations. Since the actual arrival date of the exhibit is scheduled for July-August 2015, a sneak-preview will be available in the museum at that time. Mr. Patton introduced a three-minute trailer entitled, The Victory from Within: The American Prisoner of War Experience. He noted that there is much excitement and much yet to be done. As details unfold, Mr. Patton will keep staff, students, and faculty members informed. The trailer for The Victory from Within: The American Prisoner of War Experience can be viewed at: http://www.nps.gov/media/video/view.htm?id=F27DE130-1DD8-B71C-07FC1D2D3982CA9F.

IV. Special Guest Presentation – Ms. Tammy Hamm, Director of Benefits, Office of Human Resources

Ms. Tammy Hamm, Director of Benefits, offered a presentation regarding the Affordable Care Act (ACA) and the latest changes to employee benefits (attached). Ms. Hamm reported that employers are now required to provide optional health and life benefits for employees who average at least 30, or more, working hours per week. Disability, long-term care, vision, dental, AFLAC, FLEX, etc. can be purchased by the employee at their own expense. With the assistance of the Office of Information Technology, employees have been electronically notified of the new benefit option. The change to insurance benefits also affects adjuncts and temporary hires. Students working under the Federal Work-Study program (FWS) are not eligible; however, students working under the Regular Work-Study program (RWSP), and students who work as temporary employees (summer, etc.) are eligible for benefits. Details of benefits such as notification, eligibility, affordability, and definitions can be found in the attached presentation. Ms. Hamm cautioned that due to ever-changing guidelines in the ACA, it is important to always search the website of the Office of Human Resources for the most current information.

Retirement benefits will also be changing. However, the change in retirement benefits will only affect employees hired July 1, 2014 or after. Ms. Hamm shared that non-exempt clerical support staff are still required to use TCRS – now referred to as the Hybrid Plan. The attached presentation, in regard to retirement benefits, is intended as a summary only. Ms. Hamm shared that more detailed information can be found on the Optional Retirement and TCRS websites. Ms. Hamm noted that any type of benefit question can be forwarded to her directly either by email or by phone.

V. President’s Report – President-Elect Josh Whitlock

A. Senior Staff Meeting Updates – President-Elect Whitlock shared that applications are on the rise. First time freshman applications look promising. Dr. Noland has been very complimentary to administration and staff in talks of the increase in enrollment. He is very optimistic proceeding into the fall semester. There are a number of construction projects around campus including reconstruction efforts on the dome roof.
The new Multicultural Center is planned to be housed on the second floor of the Culp Center where the former Welcome Center had been located. President-Elect Whitlock shared that we have returned to the Southern Conference. On July 23, 2014, at 5:00pm, the new athletic logo will be unveiled at an event at the Carnegie Hotel Ballroom. The new football helmet and the basketball floor design will be on display. Athletic items will be available for purchase. Women’s basketball and volleyball will be played in Brooks Gym. Men’s Basketball will be played in Freedom Hall, but final plans have not yet been secured. The parking lot behind the library has been converted to faculty and staff only parking. Some other changes to parking will occur throughout campus and as soon as details are finalized, they will be disseminated. Some changes to the Faculty Senate Executive Committee include Dr. Virginia Foley, as President, and Dr. Susan Epps serving as Vice President. The Healthy Workplace Bill has passed the State Legislature. Dr. Noland would like the Staff Senate dinner at Shellbridge to become an annual event. As soon as a date is secured, President Belcher will inform Senators.

On July 15th from 10:00am-11:00am, Meeting Room 6, the first Town Hall meeting with Dr. Noland will be held. The second meeting is scheduled for August 5th from 3:00-4:00pm in the East Tennessee Room.

VI. Treasurer Report – Senator C. Massey reported the general account balance as $7,900; the Holiday Drive account balance is $172.48; and the balance of the Community Benevolence account holds a balance of $4,481.25. Senator Massey shared that the Senate has purchased a tablecloth for events around campus, as well as Staff Senate pens.

VII. Report on Standing Committees

A. Committee on Elections – Senator Bennett, chair, reminded Senate members to vote for new Senators and encourage fellow staff members to vote as well. As of July 11th, 319 votes have been received. July 18th is the last day to cast votes.

VIII. Report on Project Committees – No reports.

IX. Old Business

A. Staff Awards/Career Award Nomination Process/Convocation, Fall 2014 – Senator Burton reported that the committee met on September 30th and concluded that the Career Award would be presented at the Convocation. She also reported that plans are to include the career nominations which were forwarded during the last nomination process. The email which will be forwarded requesting nominations for the 2014-2015 Career Award will include verbiage regarding the inclusion of previous nominations. The nomination process will begin August 11th and close August 22nd. In addition, there will be a cost for the trophy which is associated with the award.

X. New Business

A. Staff Awards/Process/Responsibilities of Committee – Due to the transition of the Career Award, Senator Burton shared that the current committee will complete the election process, and the new committee will be present to present the award at this year’s convocation. Next year, review of the nomination dates will be necessary in order to be more aligned with the date of next year’s convocation. The email to staff members will require clarification of the reason for two awards being presented in one year – two different fiscal years – and during next fiscal year, the award will be presented at convocation instead of during the picnic as has historically been the case.

XI. Announcements

A. Senator Hill announced that Mr. Doug Taylor, Assistant Dean, Student Affairs in the College of Medicine, is willing to conduct a tour of the College of Medicine including a tour of the simulation labs. Dates for the tour will be considered.
B. Senator Roberson commented that she has received additional t-shirts and anyone who donated blood during the last drive and did not receive a t-shirt should email Senator Roberson.

C. Senator Burton commented that the Staff Awards Committee is forwarding certificates of nomination to award nominees who were not selected to receive the award along with a copy of their nominations. The certificates will be hand-delivered to the nominees by someone who knows them or works with the nominee.

**Adjournment** – There being no other business to discuss, a motion was made to adjourn. The meeting was adjourned at approximately 3:45pm.

Submitted by Senator J. Ann Eargle

__________________
Secretary
OVERVIEW

- Veterans Affairs Office, Dossett Hall
- Student Veterans of America
- Veterans Upward Bound, Quillen Campus
- Veterans Affairs Standing Committee
- New committee forming in the Office of Students Affairs for Student Veterans
- College of Medicine Student Veterans Organization
- ROTC Standing Committee
- Department of Military Science
VETERANS AFFAIRS OFFICE, DOSSETT HALL

- 500+ Veterans and family members attend ETSU (Receive GI Benefits)
- Economic Impact: Estimated $11 Million per academic year
- ETSU has been named a “Military Friendly School” for the last 6 years
  - http://www.militaryfriendly.com
- Academics
  - Tuition deferment
  - Priority registration
  - In-state Tuition (Starts Fall 2014; Veterans Education Transition Support Act (VETS))
  - VA Work Study
  - Buc – Hero Scholarship Program
- Veteran Outreach
  - http://www.etsu.edu/veterans
STUDENT VETERANS OF AMERICA - ETSU CHAPTER

- History Nationally
  - Founded in 2008
  - Over 950 Chapter affiliates at the local and national level
  - To meet the needs of Student Veterans on university and college campuses

- History at ETSU
  - Founded in 2010
  - Dedicated to help the Student Veteran transition from the military to the classroom
  - Make the campus aware of the effects of Post Traumatic Stress Disorder (PTSD)
  - [https://www.facebook.com/pages/Student-Veterans-of-America-at-ETSU/301908706487211](https://www.facebook.com/pages/Student-Veterans-of-America-at-ETSU/301908706487211)

- SVA at ETSU - Annual 5K run
  - To raise awareness of Veterans on campus
  - To raise money for books and other items needed for education purposes

- Student Veterans Lounge (3rd Floor Yoakley Hall; Opened 8 March 2013)
VETERANS UPWARD BOUND, QUILLEN CAMPUS

- History Nationally
  - Upward Bound created from the Economic Opportunity Act of 1964
  - Veterans Upward Bound created from Second Supplemental Appropriations Act of 1972
  - Mission: Provides education and support services to enable veterans to make the transition to postsecondary education
  - Provides instruction in mathematics, science, and foreign language.
  - Advise and assistance in postsecondary course selection
  - Advise and assistance in preparing for College Entrance Exams and Applications
  - Advise and assistance with financial planning for postsecondary education
  - Provides mentoring programs; counseling; and exposure to cultural events
  - Assists Veterans in securing other Veteran support services (i.e. Veterans Administration)
VETERANS UPWARD BOUND, QUILLlen CAMPUs

- History and Impact at ETSU
  - Founded in 1972
  - Over 2,590 Veterans have been served
  - Over 680 have enrolled into postsecondary education
  - 226 Diplomas Awarded to VUB graduates
    - 52 Certificates; 58 Associate Degrees; 101 Bachelor Degrees; 12 Master Degrees; 1 Education Specialist Degree; and 2 Doctorate Degrees

- Eligibility
  - Veteran who has served at least 181 continuous days on active duty after 1955
  - At least a General discharge or higher
  - In a low income bracket or a first generation college student
  - Serves veterans from seven NE Tennessee Counties and two SW Virginia Counties
  - All Services are provided for free

http://www.etsu.edu/academicaffairs/trio/vub/
VETERANS AFFAIRS STANDING COMMITTEE

- History
  - Founded in 2001 for the express purpose of planning, organizing, fundraising, and oversight of building the Veterans Memorial at ETSU
  - Fundraising was accomplished through selling Veterans Bricks, Veteran donors and ETSU funding

- Organization
  - Three Staff, Faculty and Student Veterans
  - SGA President or designee; Assistant Registrar for Veterans Affairs; Representative from the Department of Military Science; Student Veterans of America designee
  - Will soon add Veterans Upward Bound designee and Quillen Campus designee

- Current Responsibilities
  - Address the issues and concerns of Veterans enrolled or working at ETSU
    - 100 Faculty/Staff Veterans; Over 500 Student Veterans and dependents
  - Raise awareness of Veterans on campus
  - Sponsor/co-sponsor recognition for Veterans (i.e. Veteran’s Day)
  - Be a source of information for Students, Staff and Faculty Veterans at ETSU
  - Facilitate outreach to regional military affiliated organizations (i.e. Rolling Thunder, Tri-Cities Military Affairs Council)
VETERANS AFFAIRS STANDING COMMITTEE

- Latest and Greatest
  - In collaboration with the Office of the President, Department of Military Science and Veterans Affairs, the committee worked with Facilities Maintenance and Contractors on the planning, movement and final placement of the ETSU Veterans Memorial;
  - Recommended the naming convention for the Quad (To be named on Veterans Day);
  - In collaboration with Rolling Thunder, recommended the placement of the POW/MIA Chair (Approved)
  - Participated in the “Save ROTC Committee” and campaign and now has a seat on the ROTC Standing Committee
  - Currently working with the Office of Student Affairs to form a committee for Student Veteran success
  - Fully supported SVA’s request of a Student Veterans Lounge
  - Continued oversight and responsibility of the ETSU Veterans Memorial Brick Program (Over 220 Bricks)
  - Continued support and visibility of Veterans issues on and off campus
  - Co-sponsors w/ the Department of Military Science the Veterans Day ceremony each year (10 November 2014; Congressman Roe)

- The “Victory from Within: The American Prisoner of War Experience”; 14 September 2015

- http://www.etsu.edu/universitygovernance/committees/veterans.aspx
Questions
Affordable Care Act (ACA)

Tammy S. Hamm
Director of Human Resources
Notification to Employees

New employees must be provided the notice of coverage options within 14 days of an employee’s start date – this is electronically sent when new employee is keyed into the system.
ACA Brief Overview

- Employers required to provide health insurance to employees who average at least 30 hours per week.
- If employee is to work at least 30 hours a week at the beginning of their contract, they are offered benefits immediately.
Eligibility — FT Employees

- If the employee is expected to work 30 or more hours per week at the time of hire, the employee must be provided opportunity for coverage immediately.

- If the employee elects coverage, the coverage will be effective the first of the month following hire.
Eligibility – Variable Hour Employees

- Expected hours worked unknown at time of hire = variable hour employee
- Use measurement period to determine eligibility
- If the employee elects coverage, the coverage will be effective the first of the month following eligibility
Eligibility – Adjunct Faculty

- IRS guidance from Feb. 2014 – 2.25 hours of service for each hour of teaching or classroom time

- Add any additional hours worked, such as office hours or required meetings

- Example: teach 12 credit hours $\times$ 2.25 = 27 hours per week + 2 office hours + 1 hour required meeting = 30 hours per week
Eligibility – Student Workers

Under the Fair Labor Standards Act (FLSA), students who are employed as part of their overall educational programs are not considered employees (FWS)

RWSP hours count

Students who work as a temporary do qualify – example: during the summer months
**Affordability**

- The ACA requires the cost of single coverage be less than 9.5% of the employee’s gross wages

- Annual salary has to be at least $14,462 per year or $7.42 per hour

- Includes Adjunct salary also
Definitions

- **Measurement Period** – the period of time used to calculate eligibility for variable hour employee – TBR = 10 months (Jan. – Oct.) – rolling 10 months thereafter for new hires

- **Administrative Period** – the period of time to calculate eligibility and notify the employee – must be within 90 days or less from the end of the measurement period (Nov. – Dec.)

- **Stability Period** – the length of time insurance coverage must be in place, if employee continues to be employed – TBR = 10 months

- **Benefits Offered** – health & life (employers portion – could be up to $1,360.20 per month), disability, long term care, vision, dental, AFLAC, FLEX, etc. – exception is retirement
Changes Expected

- This is how the ACA is being administered currently
- As implementation takes place, rulings change
- This is as we expect and know it as of today!
QUESTIONS???????
Retirement Changes
Retirement Changes

- This **does not** effect YOU!
- You are part of the Legacy Plan

**Only** new employees hired on July 1, 2014 and after

- Just want you to be aware there are different plans for retirement. Everyone does not have the same plan.
Non-exempt (clerical/support/hourly paid) employees are required to use the Hybrid Plan (TCRS).

Exempt (administrative/faculty) employees may choose between the Hybrid Plan (TCRS) or the Optional Retirement Plan (ORP).
The **Hybrid Plan** is a combination of a defined benefit plan and a defined contribution plan.

The defined benefit plan is funded by the employer providing a 4% contribution above and beyond salary and a 5% pre-tax contribution by the employee.

This 9% is managed by the Tennessee Consolidated Retirement System (TCRS).

There is a five-year vesting period for the amount contributed by the employer.
The defined contribution plan is funded by the employer providing a 5% contribution.

This 5% is managed by the employee under an agreement with Great West Retirement Services.
The *Optional Retirement Plan (ORP)* is a *defined contribution plan*.

The plan is funded by the employer providing a 9% contribution above and beyond salary and a 5% pre-tax contribution by the employee.

This 14% is managed by the employee under an agreement with ING, TIAA-CREF, and/or VALIC.

The employee may participate in one, two, or all three and can transfer between companies.

The vesting period is immediate for all contribution.
Both plans have a **Defined Contribution** component, which is funded by a 2% pre-tax, automatically deferred, contribution made by the employee.

This 2% is managed by the employee under an agreement with Great West Retirement Services.

The employee may elect to contribute more than 2% up to the maximum IRS limit. If the employee elects not to defer the 2%, Great West must be notified within 30 calendar days by the prescribed method from the date of hire.
In addition, the employer will match up to $50 per month into the defined contribution plan on behalf of the employee.

The vesting period is immediate for all contributions into the defined contribution plan.
Hybrid Plan - Summary

In summary, retirement funding is the same for both plans.

The employer contributes 9%, above and beyond salary, into the employee’s account and the employee contributes, pre-tax monies, totaling 7%.

This is a total of 16% being placed into the employees retirement account for the future.
QUESTIONS??????
Feel free to contact me at: 439-5394, hammt@etsu.edu or visit.

Thank you for this opportunity to inform you about the ACA & the new retirement plan!

Tammy S. Hamm