



STAFF ADVISORY COUNCIL

Staff Advisory Council Minutes

October 13, 2021 @ 1:15 pm
416 Student Union Case Study 2 and Zoom

Guests: We had Breland Steward, Christa Louthan, Rachel Shreffler, Olivia Woody, Dezzarae Francis among our guests.

Call to Order: Melanie Bayles called the meeting to order at 1:17 pm.

Special Guest Speaker: Rachel Shreffler, Director of Benefits

- Please see attachment A provided by guest speaker.
- Please see attachment B provided by guest speaker.

Roll Call: Of our 27 members we had 21 members present, 4 members attending via Zoom, and 1 member was absent.

Approval of the Minutes: Sherri Buntin made a motion to approve the September minutes, Aaron Moore seconded. September minutes were approved without adjustments.

Approval of the Agenda: Sherri Buntin made a motion to approve the Agenda, Kimberly Meints was second. Agenda was approved without adjustment.

Officer Reports:

Treasurer Report: Tammy Ratcliff

- No report. – see attachment C.

Secretary: Michelle Stewart

- Next meeting will be in person at 416 Student Union Case Study 2 again and available via the Zoom link in your calendar invite.
- Desk plates and wall plates have arrived and were handed out at the meeting.
- The new round of shirts were distributed at the meeting.
- Thank you to everyone that sends me their written report for the meetings.

Vice-Chair: Kristi Wheeler

- Preparing the Star staff certificates. September winners are:
 - Geena Brownell, Assistant Manager, Procurement Services
 - Erica Townsend, HR Consultant, Human Resources
 - Karen Clark, Administrative Associate, Human Development & Family Science
 - James Knecht, Associate Director Test/Tech, University Assessment & Testing.
 - Praveen Gollapudi, App Developer, Software Services
 - Garrett Nicholas, App Developer, Software Services
 - Kara Parsons, Assistant Director of University Health Services, University Health Services
 - Cindy George, Sr. Administrative Support Specialist, Wellness Department
 - Candy Box, Administrative Assistant, Parking & Transportation
 - Debra Harris, Sr. Accounting Specialist, Plant & Soil Sciences AND Horticulture/Landscaping
- If you were in an area with one of the awardees, please get with Kristi for help delivering awards to the recipients.
- If you are a committee chair, please let Kristi know when your meetings are so she can attend

Chair: Melanie Bayles

- Stars awards have been well received and appreciated. Please remember that SAC members can also nominate staff for Stars awards.
- United Way fundraising is currently in progress. Please consider donating.
- On October 21 there is a full-time hiring fair in the Student Union ballroom.
- SAC Officers are getting a weekly COVID update so please forward your feedback, both positive and negative, your concerns and what you are hearing from coworkers so that it can be provided to university administrators.
- Thank you for the committee's quick action for responses to her email regarding a recommendation to make Juneteenth a holiday. The recommendation passed and was forwarded to President Shrum and will go to the board for approval.
- November 8th is a First-generation college graduate recognition. Please sign up to be recognized and spread the word to recognize other first-generation staff and faculty.
- Ashleigh Hall has taken on a new role and resigned from SAC. The council thanks her for her many years of service.
- There are two openings on the Student Conduct Committee and two openings on the Diversity Committee. Please let Melanie know if you are interested in filling one of those positions.

Reports of Standing Committees:

Rules, Policy and Procedures Committee: Chris Pivinski

- See attachment D.

Communications Committee: Gary Lawson

- Follow SAC on Facebook for the most up-to-date information since the communications are only sent out once a month and please make sure to encourage other staff to follow the page.
- Thank you to Lacey for her work handling the SAC Facebook page.
- Please bear with Gary as he works on updating the website with current events and awards.

- **Awards and Recognition Committee:** Sherri Buntin

- See attachment E.

Events Committee: Michelle Chitwood

- Harvest II is delayed and working a bit differently this year. See attachment F.

Diversity, Equity & Inclusion Committee: Cara Eubanks

- Thank you for passing the recommendation to make Juneteenth an official holiday.
- They will meet monthly the first Wednesday at 10 AM
- The committee is currently taking an inventory of the other DEI groups on campus and looking to increase communication and cooperation between the groups. There are approximately three dozen groups on campus.
- They are also assisting Catholic Charities in finding volunteers to help the 50 Afghan families specifically coming to Stillwater. Please let Cara know if you are interested in helping. There will be an interview and a background check. For information go to global.okstate.edu.

Branch Campus Reports:

OSU-Tulsa: Olivia Woody

- This is Olivia's last meeting. She is moving on to new opportunities. Candace Jackson will be taking over as President of SAC OSU-Tulsa.
- They had a career fair last week with 30-40 employers.
- OSU Boo is upcoming. It will include department decorations and a costume contest, and they will tour the decorated offices.

OSU-CHS: Dezzarae Francis

- Dezzarae is also moving on to a new opportunity and this will be her last meeting.
- OSU-OKC is working on hiring a new vice-president. They currently have 3 candidates.

- They currently have an initiative to recognize the military service of community members.
- They have upcoming Halloween events in the works.

OSU-OKC: Kristin Rowan

- No report

OSUIT-Okmulgee: Na-komas Blackford

- No Report

Reports of University Committees:

Faculty Council: Melanie Bayles

- She intends to forward the meeting minutes when she receives them.
- They had a parking update that included a comparison to other Big 12 parking prices and OSU is the lowest.
- They also said that there have been some complaints about the number of parking spots reserved for physical plant vehicles and there are only 174 out of 17,000 spots reserved for facilities.
- Pres. Shrum visited about her strategic plan for committees.
- There are currently 24 active cases of COVID.

Human Resources: Christa Louthan

- They have hired a new Director of Talent Development, Phillip Goodwin.
- Equal Opportunity is fully staffed with the hiring of Laura Ward as an Equal Opportunity Coordinator.
- OSU currently has 153 open positions.
- There is a hiring event next week so watch for the flyer.
- COVID numbers are down.

GPSGA: Marcia Sun

- Important Deadlines: The Fall Travel Award, Co-sponsorship Fund, and the Research Materials Grant applications are all due on October 20, 2021 at 11:59 PM. Graduate and professional students can find information regarding these applications on our GPSGA community Canvas page: <https://canvas.okstate.edu/courses/84470/assignments>
- General Assembly Meeting Information: The third General Assembly Meeting of Fall 2021 will be held at 5:30 PM CDT in a hybrid format on October 20th, in Room AGH 101. The link to participate in the meeting remotely will be provided closer to the meeting date. We will have Dr. Chris Barlow from University Counseling Services (UCS) as our guest speaker with a focus on mental health awareness and university counseling services.

Department of Wellness: Kim Beard

- See the attachment and please be aware of registration deadlines.

African American Student Association: Breeland Steward

- Spoke about the group's desire to change their group name to Black Student Association to make the group more inclusive and accessible to students. He explained that most students of color identify as black but not as African American and they would like to include ethnicities of other nations with people of color not only Africa. This change would include rebranding.
- They have four general body meetings per year.

Unfinished Business:

- With the resignation of Ashleigh Hall, the Rules, Policy, and Procedures Committee recommends Robert Raab for the vacant position. The vote in favor of appointing Robert was unanimous.

Announcements:

Next Meeting – **November 10, 2021.** 1:15 PM, in person at 412 Student Union Council Room and available via Zoom.

Adjournment: Motion was made to adjourn meeting by Chris Pivinski. Second was made by Sherri Buntin. Meeting was adjourned.

DRAFT

2022 Annual Enrollment



2022 Health Plan Renewal

- 2022 projection initially indicated a 5% increase
 - Includes adjustments for normalizing historical experience due to COVID fluctuations
- Addition of Balanced Drug Formulary
- Addition of Livongo Hypertension Management
- Increase in employee contributions



Balanced Formulary

- Impacts 600 participants who will receive communications from BCBS on or before 11/1/2021
 - \$900,000 savings to plan
- Focuses moving some Rx from higher cost prescriptions to lower cost options
- Some drug classes may change to a higher or lower tier
- Some drugs available over-the-counter may be excluded



Health Plan Design – No Changes

BlueOptions Plan	2022
In-network deductible	\$850 individual \$2,500 family
Out-of-network deductible	\$1,500 individual \$4,500 family
In-network, out-of-pocket maximum	\$5,000 individual \$15,000 family
Out-of-network, out-of-pocket maximum	\$10,000 individual \$30,000 family
Prescription drugs	CVS & Target Pharmacies out-of-network



Health Plan Design – No Changes

BlueEdge High Deductible Plan	2022
Deductible (In-network & out-of-network)	\$2,800 individual \$5,600 family
Out-of-pocket maximum (In-network & out-of-network)	\$6,900 individual \$13,800 family
HSA Employer Contribution	\$750 individual \$1,250 family
Prescription drugs	CVS & Target Pharmacies out-of-network



2022 Premiums

	Total Premium	Institution	Employee
PPO			
Employee Only	\$ 522.22	\$ 407.22	\$ 115.00
Employee + Children	940.00	664.70	275.30
Employee + Spouse	1096.68	726.04	370.64
Family	1671.14	1218.60	452.54
HDHP			
Employee Only	\$ 516.30	\$ 421.30	\$ 95.00
Employee + Children	921.04	760.64	160.40
Employee + Spouse	1057.28	840.04	217.24
Family	1556.86	1316.42	240.44

* Credits not included in the above



Premium Credits

Catapult Health Screening

- \$20.00 monthly healthcare premium credit for completing a Catapult Health Screening
- Register online www.timeconfirm.com/okstate

Tobacco Free Affidavit

- \$20.00 monthly healthcare premium credit for completing tobacco free affidavit.
- Completed during annual benefits enrollment in Benefit Focus.



Health Management Reminders

- Ovia Health
- Livongo
- Benefits Value Advisor
- Wondr Health
- Hinge Health



Livongo Hypertension Management

Tools and Support, Tailored to You

Your health goals and challenges are unique, so your Livongo program is unique, too. You'll get personalized insights on your readings and one-on-one support from trained coaches, all to help you take charge of your health.

📶 Cellular Connectivity

💡 Tips and Insights

↔️ Share with Doctor

🕒 Set Reminders



Flexible Spending Accounts Health Savings Accounts

- Flexible Spending Accounts (FSA)
 - Health FSA – maximum \$2,750 for out-of-pocket medical and pharmacy expenses
 - Dependent Care FSA – maximum \$5,000 per household for childcare expenses for dependent children under the age of 14
 - All unused funds will carryover
- Health Savings Accounts (HSA) – must be enrolled in the BlueEdge High Deductible Health Plan
 - Employee Only – maximum \$2,900; employer will contribute \$750 (Total \$3,650)
 - Employee + Dependent – maximum \$6,050; employer will contribute \$1,250 (Total \$7,300)
 - Age 55 or older - can add an additional \$1,000 to your contribution limit



PPO – POINT OF SERVICE PLAN OPTIONS

	LOW OPTION			HIGH OPTION			PLATINUM OPTION		
	PPO	Premier	OON	PPO	Premier	OON	PPO	Premier	OON
Preventive/Diagnostic	100%	100%	100%	100%	100%	100%	100%		
Basic Restorative	85%*◊	70%*◊	70%*◊	85%*◊	70%*◊	70%*◊	85%*◊		
Major Restorative	60%*	50%*	50%*	60%*	50%*	50%*	60%*		
Orthodontic	N/A	N/A	N/A	50% (Child)			50% (Family)		
Per Person Per Calendar Year Deductible	\$50/\$150	\$50/\$150	\$50/\$150	\$25/\$75	\$25/\$75	\$25/\$75	\$25/\$75		
Per Calendar Year Annual Maximum	\$1,500 Per Person			\$2,000 Per Person			\$3,000 Per Person		
Lifetime Orthodontic Maximum	N/A			\$2,000 Per Child			\$3,000 Per Person		

* Per Person Per Calendar Year deductible applies (not to exceed family maximum).

◊ Endodontic, periodontic, and oral surgery are payable as Class II Services

Dental Premiums

Delta Dental of Oklahoma (DDOK)			
2022	Low	High	Platinum
Employee	\$34.80	\$42.26	\$69.24
Employee + Spouse	\$68.94	\$83.86	\$137.82
Employee + Child(ren)	\$79.18	\$122.98	\$205.42
Family	\$122.44	\$159.16	\$266.32



VSP PLANS AT A GLANCE

	Choice Plan C Base Plan	Choice EasyOptions Buy-Up Plan
Exams	<ul style="list-style-type: none"> WellVision Exam® covered every calendar year \$10 Copay Retinal Imaging exam covered every calendar year \$39 Copay 	
Frame Allowance	\$150 Frame allowance every calendar year \$200 allowance for featured frame brands	\$180 Frame allowance every calendar year \$230 allowance for featured frame brands
Lenses (every calendar year)	<ul style="list-style-type: none"> Fully covered single vision, lined bifocal, lined trifocal or standard progressive lenses for adults Fully covered single vision, lined bifocal, lined trifocal, standard progressives or polycarbonate lenses for children \$25 Copay included in glasses. 	
Lens Enhancements	<ul style="list-style-type: none"> 20-25% savings on lens enhancements such as – Scratch-resistant, UV, Light reactive lenses 	<ul style="list-style-type: none"> 20-25% savings on lens enhancements such as – Scratch-resistant, UV, Light reactive lenses
Contact Lens Allowance (in lieu of glasses)	\$120 allowance for contact lens materials (fitting and evaluation, with a \$60 copay)	\$150 allowance for contacts lens materials (fitting and evaluation, with a \$50 copay)
EasyOptions Plan	N/A	Choose One Plan Upgrade: An additional \$70 frame allowance or, An additional \$50 Contact lens allowance or, Covered premium progressives or, Covered anti-glare coating

Vision Premiums

Vision Service Plan (VSP)		
2022	Basic	Buy-up
Employee	\$5.98	\$10.70
Employee + Spouse	\$11.98	\$21.42
Employee + Child(ren)	\$12.82	\$22.92
Family	\$20.48	\$36.62



Life Insurance

- Basic Life and Accidental Death & Dismemberment maximum coverage is equal to two times the annual salary up to \$100,000
- Supplemental Life Insurance
 - Enroll or increase by up to four \$10,000 increments (\$40,000), if not at guaranteed issue limit and no prior evidence of insurability (EOI) denial. Guaranteed issue is 2 times annual salary up to \$300,000.
 - Enroll or increase by one \$10,000 increment for spousal life, if not at the guaranteed issue limit and no prior EOI denial. Spousal supplemental life guaranteed issue limit is 1 times the employee annual salary not to exceed \$130,000.



MASA – Ambulance coverage

- 100% employee paid
- Covers what insurance doesn't
- Ground and Air
- Works with all ambulance carriers
- \$14 and \$39 per month plans pre-tax



***Annual Benefits Enrollment
November 1 – 12, 2021***

***Virtual Benefits Fair
October 18-22***





OSU HIRING EVENT



**FULL-TIME
BENEFIT-
ELIGIBLE
STAFF
POSITIONS**

**OCT
21**

Open to the Public

10 AM - 2 PM

Student Union Ballroom



MASKS EXPECTED

**OSU Staff Advisory Council
Treasurer's Report
September 2021**

SAC MAINTENANCE ACCOUNT				
1-128520				
University Allocation				\$ 28,579.00
Balance Forward				\$ 56,695.01
TOTAL REVENUES (Beg. July 2021)				85,274.01
Previous Month Bal				\$ 85,165.68
		<i>Expense</i>	<i>Credits</i>	
Total Credits				
Total Expenses		\$ -		
ACCOUNT TOTAL				\$ 85,165.68
SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT				
1-995137				
Previous Month Bal				\$ 10,415.96
Activity:		<i>Expense</i>	<i>Credits</i>	
SAC Meeting refreshments 09/08/21		\$ 60.00		
Total Credits				
Total Expenses		\$ 60.00		
ACCOUNT TOTAL				\$ 10,355.96

OSU STAFF SCHOLARSHIP FUND		
20-31100		
Balance Forward		\$10,613.16
FY22 Annual Spending Policy	\$ 4,890.00	
Endowment		
Balance Forward 07/01/2019	\$ 121,306.38	
Balance	\$ 121,306.38	
AVAILABLE ACCOUNT TOTAL		\$ 10,613.16

Rules, Policy, and Procedures Committee Update

Staff Advisory Council, Wednesday, October 13, 2021

Chris Pivinski, chris.pivinski@okstate.edu

- **Current SAC Recommendations** — Submitted a recommendation to HR to change the University holiday policy to include Juneteenth as a recognized holiday.
- **HR Policies in Review** — Have not received any other HR policies to review. Do have a tentative meeting scheduled between the RPP committee, HR and Sr. VP Weaver for next week.
- **SAC Elections** – Working on the schedule for the next election cycle. Will try to meet with committee at the end of this month to verify the schedule.
- **Staff Inquiries**
 - Currently no staff inquiries have been submitted to the RPP
 - Please send along any others that you receive.
- **Other**
 - Due to Ashleigh Hall's resignation from SAC, the RPP will be nominating a replacement under new business.



STAFF ADVISORY COUNCIL

Oklahoma State University

Awards and Recognition Committee Meeting
10/13/2021 at 3pm in 416 Student Union Case Study 2

Agenda

- Attendance
- Chairperson's Report
 - Distinguished Service Award Nominations
 - DSA Deadline for nominations/recommendations was extended to noon on Tuesday, October 12th.
 - 19 complete DSA packets ready for review
 - Nominee Scoring Procedures
 - Scoring deadline for the SAC committee members is October 20th
 - Committee, email sacawards@okstate.edu the final scoring counts no later than 5pm on Wednesday, October 20th
 - Interview Procedures/Interview Questions
 - Interviews will be held from 8:30am – 12pm, 1pm – 5pm on Wednesday, October 27th in ITLE #143.
 - Interview questions have been shared with committee
 - Distinguished Service Awards Banquet
 - Monday, December 6th from 1:30 – 3pm.
 - Save The Date Announcements
 - LeAnne has been working with Gary Lawson to finalize
 - We are hoping to have them emailed out no later than Friday, 10/15/2021
 - Duties
 - Scoring – full team
 - Expense Tracking - Sherri
 - Save The Dates – LeAnne/Gary Lawson
 - Decorations – Alvina for centerpieces
 - Slideshow – LeAnne/Gary Lawson
 - Awards – Amber through Dearing's
 - Certificates – Jenna
 - DSA Event – all hands on deck
- Budget Report
 - Budget – estimating \$1500
 - Purchase Request Form for any purchases, submit to Sherri
 - Starlight Terrace Reservations confirmed for 12/06/2021, 1:30 – 3pm
 - Kelli Means – hot cider, hot chocolate, tea, water & cookies for 200
 - Photographer paperwork submitted, Gary confirmed he will take photos
- Old Business
- New Business
- Calendar Updates

Adjournment

Next Awards and Recognition committee meeting will be _____



Your donations will go to Our Daily Bread

Please contact your agency at 405-533-2555 to arrange your drop off before November 6.

Need ideas? We accept:

- canned meats
- soups
- canned fruit
- peanut butter
- pasta
- rice
- beans
- canned veggies
- boxed meals/desserts

- **NO GLASS**

- Please consider collecting a variety of foods
- Please check expiration dates

If you would like to donate to Harvest II, please scan here:



Thank you for supporting Harvest II and the Stillwater Junior Service League!
harvest2jisl@gmail.com

The Department of Wellness

EMPLOYEE PROGRAMS



Wellness Wednesday / Oct. 20, 12-12:50pm

Join us for an engaging wellness presentation during your lunch hour! You can join us in person or virtually! This presentation will introduce parents and caregivers to the Circle of Security parenting approach and useful tools to parent without emotional reactivity.

Registration/cancellation deadline: October 14

To register as an "in-person" participant, call **405-744-WELL (9355)** or email wellness@okstate.edu

To register as a "virtual" participant, complete the online form at wellness.okstate.edu.



Tackle Your Excuses October Challenge

Who doesn't love the opportunity to work out AND win free football tickets? It's time for all employees to "Tackle Your Excuses" in October and make their way to the Colvin Recreation Center or Seretean Wellness Center for a chance to win 2 Club Level football tickets to the November 13 OSU -vs- TCU game! The winner will be announced on November 3. Earn one entry for your first visit each week in October!

Learn more at wellness.okstate.edu.



Virtual Iron Chef / Nov. 4, 6-7:30pm

Join us for a virtual Iron Chef Event and show off your creative cooking skills! All participants will be provided with two secret ingredients prior to the event. You will use these ingredients to whip up something delicious and then present your dish to our panel of judges. And, yes, there will be awesome prizes!

Registration/cancellation deadline: October 28

To register, complete the online form at wellness.okstate.edu.



Massage Therapy

The Department of Wellness maintains a holistic approach to leading a healthy lifestyle. In addition to physical activity, nutritional balance, and managing stress, the staff believes in the benefits of massage therapy. We offer a variety of techniques, including: Swedish, deep tissue, trigger point, stretches, and pregnancy massage. 30, 60, and 90-minute sessions available.

To schedule an appointment, call the Seretean Wellness Center **405.744.WELL (9355)** Monday-Friday 8-5 p.m.



405.744.well (9355)



wellness.okstate.edu



wellness@okstate.edu



OSUWELL



DEPARTMENT OF
WELLNESS