Present: David Miller – Chair, Donald Buskirk
Liaison Members: Mark Sobers for Tim Riley, APSAC
                  Matthew Marks, CSSAC
                  John Beelke, Human Resource Services
                  Michele Salla – Human Resource Services
Absent: Ian Shipsey
        Daniel Lybrook
        Julie Mariga
        Randy Rapp
        Clifford Swensen, Purdue University Retirees Association (PURA)

Guest: Kevin Vedder, Interim Director, Human Resource Services

1. John Beelke gave an update on the following Benefit issues:

   a) Benefits Enrollment 2010 – Benefit enrollment packets are being mailed via campus mail on October 23 and due by November 13, 2009. There is an additional week to enroll this year due to a new insurance carrier, CIGNA, and offering a new plan – the Purdue Choice Fund. CIGNA will be sending new medical cards to participants by December 25th. New prescription cards will also be issued due to the change in the Pharmacy Benefit Manager from Anthem to Medco.

   John distributed a memo that will be sent to faculty/staff with money remaining in their health care flexible spending account stating the grace period on their 2009 FSA is being eliminated. This change is necessary due to IRS regulations that limit an FSA grace period when an employer offers a health savings account as part of its benefit program. Because Purdue’s new Choice Fund medical plan with a health savings account goes into effect January 1, 2010, the usual grace period on all 2009 health care FSA’s is not permissible. However, IRS does allow remaining balances to be converted to a limited purpose FSA – for dental and vision expenses only. The last date to incur expenses for a 2009 FSA, except for dental and vision expenses, is December 31, 2009. March 15, 2010 is the last date to incur dental and vision expense for any 2009 FSA funds and April 30, 2010 is the last date to submit claims for a 2009 FSA.

   John stated that Purdue is discussing with Mercer the feasibility of offering near-site health clinics for employees to access for lab work, medical issues, etc., for free or at reduced charges. Purdue has met with local Caterpillar representatives that offer this benefit to their employees.
b) **Retirement Task Force** – A task force was established to go out for bids regarding the recordkeeping, education, communication, investment options/fees for Purdue’s retirement plan - replacing TIAA/CREF - with Ennis Knupp as the consultant. The three finalists – TIAA/CREF, Fidelity and Hewitt - presented their final proposals on September 17th. These proposals will be shared with faculty and staff for their feedback. The goal is to take a proposal for approval to the Board of Trustees meeting in early 2010 with re-enrollment scheduled for Spring or Fall of 2010.

c) **Vice-President for Human Resource Services** – A search committee has been appointed to find a candidate for this position. Kevin Vedder has been named Interim Director of Human Resource Services replacing John Beelke. John has been appointed Director of Staff Benefits. Kevin oversees the Shared Service Center and handles Leaves, etc. The Vice President for HR position will report to the University Treasurer and also to the Provost with more involvement in the Academic areas. Under this new structure, all HR directors from the regional campuses will report to this new position. They currently report to their respective Chancellors.

Kevin stated that part of his interim role is to help Human Resource Services transition to the new Vice-President. Kevin mentioned that a committee has been formed regarding pay issues and how people are paid – Donald Buskirk is also on the committee. APSAC/CSSAC will have an opportunity to provide feedback.

d) **Benefits Study** – A comparison of Purdue’s benefits with peer institutions, conducted by Hewitt Associates, has been completed and results have been shared with Advisory Committees. Committee members discussed the material that was distributed indicating the results of this benchmark study. Study results indicated Purdue is above average on their benefit offerings – except there is no dental plan offered – Purdue is the only Big-10 school not to offer a dental plan. Areas were Purdue was above average included retirement contributions and medical benefits. Life insurance options have been improved since the study was conducted. It was mentioned that two deficiencies of the study was that it did not include salaries nor Purdue’s support of retirees. David Miller stated he will compile any questions committee members may have of this study and send to John to get feedback from Hewitt. David also mentioned to the committee if there are other benefits they would like to see Purdue offer – adoption, etc., to prepare a proposal to FCBC, with a comparison to peer institutions as defined by the Hewitt study along with cost estimates provided by Human Resource Services.

e) **Parental Leave** – Members discussed whether the plan is working – are supervisors letting their staff take parental leave; are they getting penalized for taking leave, etc.? David Miller asked APSAC/CSSAC representatives to follow-up with their constituents. John Beelke will get data.
2. **APSAC/CSSAC Issues**- Matt Marks reported that an issue of concern is the proposed policy from the Risk Management Office regarding an employee’s driving record. The policy states that if a background check reveals a charge of reckless driving or driving while intoxicated within the last 3 years the employee is suspended from driving a University vehicle. There is much concern that an employee could lose his/her job and they feel that this new policy should not be grandfathered. It was noted that Purdue is the only Big-10 school that does not have this policy.

3. **Smoke-Free West Lafayette Campus** – A draft document was distributed and FCBC members discussed the following: a) not a well-written document; b) at a joint meeting of APSAC/CSSAC members, the policy was supported as a whole but they could not endorse until they received more information.

4. **Outstanding Items:**
   
a) Regarding the proposal to Human Resource Services last spring giving widows/widowers of staff that die while still employed the option of continuing on Purdue’s medical insurance the remainder of the year that the staff member died and also the following year up to a maximum of two years – John Beelke has received no response from upper administration.

b) Changing the Medical Tier of $40,000 – John Beelke is reviewing other options.

5. **Next Committee Meeting:** Thursday, November 12, 2009
   8:30 a.m. – Room 298, Physics

Minutes Recorded by: Michele Salla