**Staff Advisory Committee**

**January 9, 2019**

**Attending:** Arlo Del Rosario, Becky Crook, Cheryl LeBlanc, Donna Cassario, Donna Sewell, Erika Moskowitz, Evan Olsen, Gayle Duncombe, Jennifer Nessmith, John Meyer, Lisa Petrillo, Lisa McKendree, Patty Sellers, Rachel Carroll, Regine Diehl, Robin Run, Stephen Czagas, Tina Ellet

The meeting was called to order at 9:30am a.m. by Chairman Evan Olsen. December minutes were reviewed and approved by the committee.

**Special Guest**Dondi Kuennen, AVP of Human Resources, arrived at 9:57am

SAC members introduced themselves.

Staff Performance reviews were sent out and supposed to be in before the winter break. The reviews are tracked by Human Resources. The goal is to create dialogue between staff and boss. Each year the goals are to be re-evaluated. It was asked how to properly rank long term employees who have mastered their job. Concerns about demotivating employees with the structure of the performance ratings. Dondi responded that this is when the manager would open dialogue to communicate the ratings. It was asked if the forms will be online in the future.

Suggestions for future review forms:  
Re-evaluate the 3 ratings, possible increase to 4 or 5 for more options.   
Have a section for the employee to have a response.

It has not been determined as of yet if evaluations will go towards merit raises.

Open Enrollment:  
Open enrollment will be held February 4-15, 2019. Vendors will be onsite and Human Resources will have Presentations.

The mailing of post cards were delayed due to changes on ICUBA’s side. The benefits packet will be mailed when the ICUBA brochure is received.

Insurance:  
It is important to note that FL Tech absorbs the majority of increases.

There will be a slight plan change to premier level.

Surgery Plus is going to be added. This provides a network of providers who are licensed to do surgeries. The surgeons are vetted and checks that they are board certified, do not have a revoked license, lawsuits etc. This is at no cost to the employee.

Prescriptions-Can no longer do OTC drugs.   
-Will need a prescription  
-In line for best practices  
-Eligible for flex plan

FSA.com tells you if an item is FSA eligible. If so you can use your card.

This is not our last year with ICUBA. It is our last year with BlueCross. Human Recourses is exploring for Healthcare providers to determine if there is a benefit to change providers or not.

Dental Plan:  
1% increase to DHMO. 2.6% to PPO. No plan changes.

Voluntary Life Insurance-rates slightly changing to be IRS compliant.

It was asked if a one page breakdown could be provided of what you have or don’t have for those who do not have a full insurance plan.   
It was asked if you can only enroll in sick bank during open enrollment. Dondi said she thinks so but will look into it.

Email Distributions:  
Human Resources is sending email blasts every quarter to a manager level distribution list. The intention of the emails are to focus on management training and refresher topics.

There is a lot of information available for employees on the EAP/Wellness website including free webinars and trainings.

Employee Survey – Surveys will be done every 18-24 months.

Other topics mentioned for future meeting:  
Maternity benefits  
Leave of Absence – Unpaid/exhausting vacation/sick time.

**Subcommittees**

Benefits Subcommittee:  
Clarification for Maternity Leave – PTO - Gaps  
It was asked if there is there an advocate on campus for new moms?   
Donated Pool vs Sick Pool: Pregnancy was never intended for sick bank, it is to be used for catastrophic illnesses/injuries.

FMLA-If both parents are FIT employees, only one spouse can use FMLA. FMLA does not allow you to use this if you have not been employed for 6 months.

Discussed ideas for SAC table ant Open Enrollment. Joint effort between Benefits and Outreach subcommittees.

Internal Communications Subcommittee:No matters to address.

Membership Subcommittee:

Outreach Subcommittee:Discussed ideas for SAC table ant Open Enrollment. Joint effort between Benefits and Outreach subcommittees.

Safety & Security Subcommittee:  
Parking: Facilities removed 13 reserved parking spots that were not being used.

Request for the Facilities Department to remind Facilities/Security staff to not park in handicap spots using company vehicles.

**Other**No additional matters to address.

Meeting ended at 11:05am.

Submitted by Erika Moskowitz