

BENEFITS COMMITTEE AGENDA

November 19, 2015

10:00 – 11:00 a.m.

Call to Order – Tami Watson, Chair

The meeting was called to order at 10:05 a.m.

Annual Business Updates- Monica Mathena

Annual Business Updates are held with TIAA-CREF and Fidelity. They meet to discuss various topics surrounding the plans.

Both vendors provide Communications and Education Enhancements to drive employee engagement and assist participants with increasing deferrals to better prepare for retirement.

Fidelity

- NetBenefits Mobile App
- Send Random Participant Satisfaction Surveys
- Enhanced designs in the Planning & Guidance Center – easier for participants to plan for multiple goals
- 2015 Communication and Education Calendar – (Jan – June)
 - Example: Investment Guidance in February; America Saves Week in February; Asset Allocation in June
 - Onsite Consultations every month with Chris Greenlaw; use On-Line Reservation Tool or call to schedule an appt.
- Triggered Communications which are sent based on age, behavior, or action
- Women Investors Workshops

TIAA-CREF

- Enhanced technology driving engagement and improve plan management
 - Online and iPad Enrollment; Retirement Income Planner; Online Transaction Requests/Approvals
 - Updates on web and phone activity – in 2014, approx. 37 participants received online advice sessions, 78 phone advice/guidance sessions
 - Onsite Consultations every month with Kurt Johnson
 - In 2014, the in-person engagement was about 400 participants and the average age was 57
 - Provide Targeted Communications – Financial Literacy Month & Save for Retirement Week
 - Provide seminars for groups that focus on women and minorities, but sessions are open to everyone

- Women to Women Workshops
- Budgeting Workshops

Both vendors partner with Human Resources for the Benefits/Wellness Fairs in January and the Fall Retirement Sessions.

Question from the committee: In-person engagement for TIAA-CREF was 400 out of how many enrollees?

Answer: There are approximately 2,500-3,000 active accounts

Comment from the Committee: Those aren't great numbers, are people getting what they need out of it?

Question from the Committee: When representatives are here, are they totally booked?

Answer: Yes, normally. Occasionally there are cancellations.

Comment from the Committee: I had submitted some paperwork to TIAA-CREF to do some things for my account. He called and gave me a few available days but there were very few and it took some time for it to match with my schedule.

Question from the Committee: Are the representatives on-site frequently enough?

Answer: We have not had any complaints. In addition, Virginia Tech has a set number of days per month that representatives can be on-site.

Comment from the Committee: I went to a TIAA-CREF retirement session and found it useless. There was too much information and I, and others in the room, was not familiar with the terminology being used. The information needs to be more elementary.

Comment from Monica: We will work with TIAA-CREF to simplify.

Open Enrollment Results: Aflac, New York Life, Legal Resources

Open enrollment for Aflac, New York Life, and Legal Resources took place in August and September. Aflac and New York Life are in their first year and Legal Resources is in its second year. Enrollment is as follows:

- Aflac: 133 new enrollments
- New York Life: 204 new enrollments
- Legal Resources: 90 new enrollments; 825 total enrollment

Topics for Discussion from 2014-15 Committee Minutes

Ashley Mauchley went through old meeting minutes to find if there was any outstanding business for the Employee Benefits Committee. Two agenda items, the utilization of

educational partnerships and inviting Hokie Wellness to discuss what they are doing, appeared to be the only outstanding topics.

It was suggested that Hokie Wellness be invited to discuss work-life balance, alternate work schedules, employee engagement and child care with the committee. Ashley Mauchley will reach out to Cathy Kropff and invite Hokie Wellness to either the January or February meeting.

Parental Leave

It was brought up that the EEO Commission has been working on providing parental leave to employees. An update was provided by Yohna Chambers.

Currently, employees get 10 days of unpaid leave when they adopt or foster a child. Yohna and others have been working with the Provost to find how Virginia Tech could offer paid parental leave to employees. The Virginia Tech population experiences approximately 200-300 births or adoptions per year so this could be a very important benefit. Barring any financial concerns, it is possible that paid parental leave could be offered for the next academic year.

Currently, the program is under review by the Provost and the proposed program is only available to faculty at this time. It is possible that the 1,040 faculty sick hours will be available to use for parental leave but this has not yet been confirmed. Options for staff members are still being looked at. It is possible that leave share can be used. Parental leave is handled inconsistently across campus so it is important to establish a policy.

Question from the Committee: Will this program erode other benefits?

Answer: No, it will enhance current benefits.

Question from the Committee: Do staff currently use their own leave?

Answer: Yes, they use personal and annual leave.

Holiday Leave

Question from the Committee: On Labor Day, because the university was closed, I lost a day of leave that I was planning on working and banking. Will this be a holiday moving forward?

Answer: Right now, classes are scheduled for Labor Day. However, the administration is looking at what they will do next year. They are looking at what other universities are doing.

Virginia Tech is the only university that doesn't repurpose holidays for the winter closing. Most universities in Virginia have used the 12 allotted holidays for winter break so that no annual leave is required to be used. Each university has 12 days that can be repurposed as they see fit. The governor granted 12/23/2016 off for state employees. However, Virginia Tech has repurposed this day to use during winter break instead. Instead of using 4 days of annual leave, employees will only use 3 in 2016. Virginia Tech is the only school that recognizes holidays such

as Lee Jackson Day, Columbus Day, Veterans Day, and others. Other schools also give recognition days to employees.

The President of a university can offer recognition days, should he choose. Some schools have modified work weeks in the summer and some are closed for winter break longer. It is at the President's discretion. The challenge with recognition leave is that the current handbooks (faculty, staff, etc) don't provide any options for this type of leave. It is very important to ensure that everyone is treated equally and that operations are planned around the holidays.

Question from the Committee: Will Virginia Tech be moving to the type of system that other schools in the commonwealth follow?

Answer: Yohna Chambers gave the information and policies to decision makers to analyze and decide. She wanted to make sure they knew their options.

Question from the Committee: If the governor grants extra hours of leave, what does the university do?

Answer: The university can make the decision where those hours should be used.

Question from the Committee: Faculty have 8 vacation days per year, what would this do to them?

Answer: Once the final decision is made, the university will need to ensure that Faculty have enough days each year.

Question from the Committee: How did this potential change come about?

Answer: Yohna asked why Virginia Tech did things differently from the other universities and started a discussion.

Question from the Committee: How many people go on leave without pay each year around the holidays?

Answer: That information can be looked at. However, currently, the exact numbers are not known.

Question from the Committee: Is there a chance that something will be done about Labor Day? Some people may go into Leave Without Pay because of this.

Answer: Yohna does not know but will ask. Ashley Mauchley will send Yohna an email reminding her to check how many people will go into a Leave without Pay status because of the Labor Day holiday.

Question from the Committee: Can departments mandate that employees take time off on a holiday if they would prefer to bank the holiday instead?

Answer: Yes. However, there should be a legitimate business reason for this.

Yohna Chambers will keep the committee posted on any changes and any updates made to holiday leave.

Leave System

Comment from the Committee: In the new leave system, banked holidays don't show on the screen. It doesn't show when the holiday is set to expire (must use within one year).

Ashley Mauchley will reach out to Claudia Cornwell, leave programs supervisor and notify her of this issue.

Question from the Committee: When will the old leave system be gone?

Answer: The old system should be completely phased out on 1/1/2016.

Adjourn

The meeting was adjourned at 11:00 a.m.