



FACULTY SENATE MEETING

Thursday, November 20, 2008 – 5:00 p.m.

Provost Conference Room, Library – HSC Campus
Schusterman Center Room 1A15 – Tulsa Campus

AGENDA*

- I. Call to Order:** Dr. Larry Regens, Chair
- II. Approval of September 2008 Minutes**
- III. Report of Executive Committee**
- IV. Presentations and Discussion**
 - A. Update on ORA concerns
- V. Committee Reports**
 - A. Academic Program Council Minutes (Sept. and Oct. 2008) - printed
 - B. Employee Benefits Committee Minutes (Oct. 2008) – printed
 - C. ITAC notes (Sept. 2008) - printed
- VI. Unfinished Business**
- VII. New Business**
- VIII. Announcements**
- IX. Adjournment**

*Agenda subject to change**

**Volume 36
Number 2
September 18, 2008
Regular Meeting Minutes of the OUHSC Faculty Senate**

SENATORS, ALTERNATES, AND OFFICERS PRESENT

Al Al-Assaf	Colin Foster	Frank Lawler
Deborah Booten-Hiser	Jean Goodman	Renee Leasure
Kari Boyce	Vesper Grantham	Deborah Lockwood
Pramod Chetty	Kevin Haney	Laura McGuinn
Kim Coon	Donald Harrison	Abbey Onan
Sheila Crow	Mary Hudson	Julie Parke
Elena Cuaderes	Peter Johnson	Larry Regens
Carol Dionne	Satish Kumar	Winter Smith
Deborah Espen	Betty Kupperschmidt	Douglas Stewart

SENATORS, ALTERNATES, AND OFFICERS ABSENT

Stacy Anderson	David Lewis	Patsy Smith
Vicki Coury	Voncella McCleary-Jones	Julie Stoner
Kevin Farmer	W. Mike McShan	Steve Walston
Robert John	Lida Radfar	

EX-OFFICIOS AND GUESTS PRESENT

Victoria Christofi	Kathy Walker
Kate Stanton	Cheryl Williams

GUEST SPEAKERS: Dr. Larry Regens, Chair, introduced Danny Hilliard, Director of Government Relations for the University of Oklahoma. He is a former member of the Oklahoma House of Representatives and served as Speaker Pro Tempore and Majority Leader for the House during his years of service. He discussed the moratorium regulations that have been discussed at the Oklahoma Health Care Authority, which could jeopardize the GME funding if their agency rules are promulgated. If the moratorium is implemented, it would take effect in April 2009. He discussed the process for requests for Federal funding by the University as well as various sources of funding for campus improvements, programs and grants.

Having served as a member of the State House until 2004, he discussed the legislative appropriation process and the current “flat budget” that was implemented for FY09. It is a “stand still budget” and the Legislature was able to keep budgets at the current levels due to the gross production taxes increasing in collections. The Legislature actually appropriates the estimated funding during the session with any monies coming in over that estimate being available for appropriation during the next session of the Legislature. The State Equalization Board will meet in December 2008 to review the current collections and the revenue projections and will approve the estimated funds for the Legislature to appropriate during the 2009 Session. The Legislature meets between the first Monday of February and the last Friday of May. He reviewed several bills that impacted the policies and programs of the University of Oklahoma, including the Health Sciences Center: SB 1656 provided for a task force to study patient centered care; and, SJR 41 directs the Health Improvement Plan. To follow the legislative process, specific bills, and current status, an individual can go to the Legislature’s website at www.lsb.state.ok.us

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Several interim studies were reviewed, including one to mandate insurance companies to cover treatment for autism (Nick's Law). A meeting of this committee was held today at the Capitol. Another interim study sponsored by Rep. Kris Steel, will be reviewing healthcare reforms aimed at reducing the number of uninsured in Oklahoma. Sen. Susan Paddock is sponsoring an interim study to provide a comprehensive assessment of the healthcare workforce and related issues. Another interim study will deal with shortage of nurses and allied health care workers.

One issue was the HSC budget, which operates similar to a private institution with a limited amount of budget funding from state dollars and tuition. Primarily the HSC budget is based on clinical funding, grants, contracts, etc.

How to effectively work with the legislature was discussed. It is hard to forecast what may happen due to any change of leadership for either the State Senate or State House. This year's elections will determine which political party will control each chamber. However, the budgeting process includes leadership from both chambers, as well as the Governor. He reminded those attending that improvement in payments for health care as well as insurance coverage for citizens will help to indirectly improve the financial condition of the Health Sciences Center.

Dr. Michael Gold, who will be moving to Vanderbilt in a few weeks, was recognized and thanked for his service to the Faculty Senate. Everyone wished him well in his new endeavor.

The Chair then recognized Kate Stanton, Executive Director of HSC Student Affairs, and Dr. Victoria Christofi, Director of Student Counseling Services. They spoke about Safety of Students on campus and reminded Faculty members that they should watch for signs of a student needing assistance and to refer a student for any counseling needs. Counseling services are provided and funded through fees paid by the students. Dr. Christofi reviewed how to recognize distressed students and types of counseling services provided through Student Counseling.

- I. **CALL TO ORDER** - The meeting was called to order by Larry Regens, Chair, at 5:47 p.m.
- II. **APPROVAL OF AUGUST 2008 MINUTES** - A motion was made by Satish Kumar to approve the August 2008 Minutes. Motion was seconded and motion passed.
- III. **CHAIR'S REPORT** - Dr. Regens stated that future meetings may not have a speaker so that Senators could have the opportunity to discuss concerns raised by faculty within their respective colleges. He reported on the Executive Committee meeting held with Dr. Ferretti, Provost. The following items were discussed:
 - A. Administrative review of the Deans is currently underway. Dr. Regens provided an overview of the process for faculty input. Faculty comments will have identifying information redacted and the comments will be included in a summary on appropriate dean. The summary is presented to President Boren. It is a good feedback mechanism that is used every 5 years to review a Dean.
 - B. Norman campus has made a commitment to use wind supplied electricity. Part of the electricity supplied to HSC is wind generated.

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- C. Fall General Faculty Meeting will be held on Monday, October 13th at 5:15 p.m. in the BSEB East Lecture Hall. Dr. Ferretti will be presenting his annual report of the Health Sciences Center. The Faculty Senate meeting scheduled for October 16th will not be held.
- D. Executive Committee is still in the process of soliciting input from faculty regarding the ORA. The steps will be as follows:
- i. Email will be sent to Faculty Senate members from Dr. Regens requesting input (has been sent previously in a couple of colleges)
 - ii. Senators from each college are encouraged to solicit input from faculty members in their college and forward those comments to the Faculty Senate office by November 1st.
 - iii. The compilation of comments will be provided to Dr. Waner for review, which will give him time to review issues and respond.
 - iv. Executive Committee will meet with Dr. Waner (and keep the Provost in the loop) to discuss the concerns, comments, etc.
 - v. Dr. Waner will be scheduled to attend a future meeting of the Faculty Senate to discuss the concerns and steps being taken at ORA. This meeting will be open to all faculty members to attend.
 - vi. Outside consultants have already been hired to review the IRB process regarding clinical trials and human research.
- E. Dr. Haney restated his concern that the HSC Service and Related Matters Committee could have handled this type of issue but has been voted to be abolished. Unfortunately, the process for reinstating this committee could be cumbersome and it was felt that an ad-hoc committee could handle issues in the future. This issue is being handled by the Executive Committee and Dr. Kumar, which will help to keep the Provost involved.

IV. COMMITTEE REPORTS

- A. **Committee on Committees** – The following were unanimously approved:

Resignations or Retirements:

Employee Benefits Committee (2007-2011) - Stacy Anderson, Allied Health
Parking Advisory Committee - Stacy Anderson, Allied Health

Recommendations:

Employee Benefits Committee (2007-2011) - Frank Lawler, Medicine
Parking Advisory Committee - Maribeth Moran, Nursing

The Committee on Committees recommends Al Al-Assaf to serve as Chair-Elect of the Faculty Senate for the 2008-09 term. The floor was opened for nominations, and none were received from the floor. Dr. Regens called for a vote on the recommendation of the COC and the recommendation unanimously passed.

- B. **Employee Benefits Committee** – Dunn Cumby reported on the meeting of the EBC that was held today.

The committee has been able to negotiate with Blue Cross/Blue Shield to provide the health care insurance for the University with a flat rate for premiums in 2009 and a maximum of a 10% increase during the following 2 years. Information will be

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communicated to everyone that his contract is not the same as when the University used BC/BS for self insurance. Debit cards will be used for the Flexible Spending Accounts.

Delta Dental will be providing the dental coverage and has improved since the previous contract with them. Competition for bids seemed to bring about good response for coverage of our employees.

Community Care will be providing the HMO option for Tulsa employees. OU Physicians are now in-network with Blue Cross/Blue Shield, which should help our employees to be able to use health care providers on our campus.

Blue Cross/Blue Shield provides wellness initiatives, including biometric health screenings, smoking cessation, as well as the Blue Points, an incentive program for earning merchandise by accumulating points for good health behavior (self reported).

C. Speaker's Series – A letter has been sent to President Boren requesting support of the speaker's series. Initial contact has been made with Supreme Court Justice Sandra Day O'Connor to be the speaker at this year's event. If anyone has other speakers they would like to have considered, please send the information to the Faculty Senate office or to Dr. Regens. Our goals will be to have good media coverage of the speaker's time on campus, meet needs on all of the campuses, as well as a topic that is relevant to students, staff and faculty.

V. UNFINISHED BUSINESS – None

VI. NEW BUSINESS - None

VII. ANNOUNCEMENTS

A. The Fall General Faculty Meeting will be held on Monday, October 13, 2008, at 5:15 p.m. in the BSEB East Lecture Hall.

VIII. ADJOURNMENT

Meeting adjourned at 6:30 p.m. There will be no October Faculty Senate meeting. The next meeting of Faculty Senate will be November 20, 2008.

Respectfully submitted,
Laura McGuinn
Secretary, 2008-09

Handouts:

September 2008 Agenda

August 2008 Meeting Minutes (Draft)

Committee on Committees (printed)

Employee Benefits Committee Minutes (August 2008) and Annual Report (printed)

**Minutes of the
Academic Program Council Meeting on September 4, 2008**

Members Present: Dr. Weatherby, Dr. Tall Chief, Dr. Currier, Dr. Coon, Dr. Davison by Proxy,
Dr. Rathbun, Dr. Ramakrishnan, Prof. Anderson, Andria Medina

Members Absent: Dr. Johnson, Dr. Buckingham,

Ex-Officia Present Scott Boeh, Lori Klimkowski

Ex-Officia Absent:

GUESTS: Dr. Chris Candler, College of Medicine
Dr. Mark Britton, College of Pharmacy
Dr. Jane Wilson, College of Pharmacy
Vesper Grantham, College of Allied Health

Order of Business

1 **Call to Order**

The Academic Program Council was call to Order by Francene Weatherby at 12:10

2 **Approval of Minutes**

The minutes for the July 17, 2008 meeting were approved
The courses sent electronically August 1, 2008 were approved.

3 **Course Change Requests**

Current Course Number	Proposed Number	Current Course Name	Proposed Course Name	Requested Action	Action
A. <u>College of Dentistry</u>					
	OPDT 7192		Operative Dentistry I Preclinical Theory	Add a course	Approved
OPDT 7195		Preclinical Operative Dentistry I		Drop a course	Approved
	OPDT 7293		Operative Dentistry I Preclinical Laboratory	Add a course	Approved
B. <u>College of Medicine</u>					
PHYO 5016		Human Physiology		Revise a course	Approved
C. <u>College of Pharmacy</u>					
		Proposal for revision of Bachelor of Science degree		Revise a program	Approved
PHAR 4993		Pharmacy Capstone Seminar		Add a course	Approved.

Meeting adjourned: 1:00 PM

Submitted by:

Sandra Harris
Academic Programs Council Secretary

**Minutes of the
Academic Program Council Meeting on October 2, 2008**

Members Present: Dr. Weatherby, Dr. Johnson, Dr. Currier, Dr. Coon, Dr. Rathbun, Dr. Davison, Dr. Ramakrishnan, Professor Stacy Anderson, Andria Medina, Dr. Tall Chief by Proxy

Members Absent: Dr. Sarah Buckingham

Ex-Officia Present

Ex-Officia Absent: Scott Boeh, Lori Klimkowski

GUESTS: Professor Vesta Grantham

Order of Business

1 Call to Order

The Academic Program Council was call to Order by Francene Weatherby at 12:03 pm

2 Approval of Minutes

The minutes for the September 4, 2008 meeting were approved.

3 Old Business

Foreign Language Requirements

4 Course Change Requests

Current Course Number	Proposed Number	Current Course Name	Proposed Course Name	Requested Action	Action
A <u>College of Dentistry</u>					
DMS 7215	DMS 7291	Applied Dental Materials I	Applied Dental Materials I	Revise a course	Approved
	RD 7105		Alginate Impressions and Study Cast Fabrication	Add a course	Approved
B. <u>Graduate College</u>					
	CELL 6010		Cell Biology Graduate Research Seminar	Add a course	Approved
Path 6011	PATH 6010	Seminar	Pathology Journal Club	Revise a course	Approved
	PHSC 5563		General Pharmacology	Add a course	Approved
C. <u>College of Pharmacy</u>					
	PHAR 7991		Current Topics in Pharmaceutical Sciences	Add a course	Approved

5 New Business

Dr. Francene Weatherby was elected Chair by acclamation
Dr. Frans Currier was elected Vice Chair by acclamation

Meeting adjourned: 12:45 PM

Submitted by:

Sandra Harris
Academic Programs Council Secretary

MINUTES
EMPLOYEE BENEFITS COMMITTEE
September 18, 2008

Members Present

Darryl McCullough, Chair	Debra Bemben
Dick Bennett	Debbie Copp
Alisa Dougless	Brenda Freese
Karan Glickman	Donald Harrison
Steve Livesey	Sue-Anna Miller
Robert Roswell	Will Wayne

Members Absent

Stacy Anderson	Joann Dean
Simin Pulat	

Ex Officio Members

Barbara Abercrombie (absent)
Julius Hilburn (absent)
Nick Kelly

The meeting was called to order by the Chair at 1:34 pm. New members who were not present at the August meeting were welcomed by Darryl McCullough. Introductions were made.

I. Approval of Minutes

Minutes of the August 21st meeting were approved without discussion.

II. 2008-09 Chair and Vice Chair

Darryl McCullough expressed at the August meeting his willingness to continue as chair of the EBC. There were no other volunteers or nominations for the position of chair. Darryl will continue as chair for 2008-09.

The vice chair position is vacant. Nancy Matthews, whose term has ended, was serving as vice chair. Darryl nominated Brenda Freese. There were no other volunteers or nominations for the position of vice chair. Brenda will serve as vice chair for 2008-09.

III. Update on BlueCross BlueShield and Delta Dental Implementation (Nick Kelly)

BlueCross BlueShield of Oklahoma will be the health insurance provider for the University beginning January 1, 2009. The rates for 2009 are virtually flat. The University's contributions for dependents will remain the same. The PPO rate is a little lower than this year and the HMO rate a little higher, but the most variation in dependent

rates is approximately \$5. The provider network for BCBS is slightly larger than Aetna's network. BCBS offers a good national and international network.

Nick discussed the wellness features BCBS will offer. This includes the BluePoints program, a program that rewards employees for engaging in healthy behaviors, such as exercising or eating healthier. The program is available to all members and their dependents. As members engage in health activities, they can go online to report these activities and receive points for them. These points can be redeemed for prizes.

BCBS has also offered the University \$500,000 over the course of the three-year contract for biometric screenings, including blood pressure checks, glucose screenings, body mass index screenings and cholesterol checks. The biometric screenings will be set up on campus, and qualified personnel will be on hand to conduct the tests, as well as provide counseling based on each participant's test results.

In addition, BCBS has given the University a plan which allows members to get a routine physical every year rather than every two years. Also, a smoking cessation benefit will be available with BCBS. The program provides a \$1,500 lifetime benefit to be used for drugs, behavior therapy, acupuncture, hypnosis and other methods which will assist a person in quitting smoking permanently.

Most of the other benefits with BCBS are the same as the current plan. The deductibles and co-pays will remain the same. There will be some differences in the drug formulary. A list of the most commonly used prescriptions and the corresponding BCBS pharmacy tiers will be provided to employees.

BCBS has a communications guide they have been working on which is to be distributed to employees in early October. Employees will have the opportunity to look over the information well in advance of the annual enrollment in November.

Delta Dental will be the dental insurance provider beginning January 1st. There are some significant enhancements with Delta Dental, including a \$1,500 lifetime orthodontia benefit for any eligible member, child or adult. Delta Dental will also cover implants. Additionally, the cost of a routine cleaning and exam will not apply toward the maximum annual benefit as was done in the past.

PayFlex, a BCBS partner company, will be the new vendor for the administration of the flexible spending accounts. Debit card technology will be available through PayFlex, reducing the amount of paper forms which have to be submitted for reimbursement. With the debit card, there is an inventory system utilized by major stores so that when a member uses the debit card, only those items which are eligible for FSA reimbursement will be charged to their account. The debit card cannot be used for the dependent care reimbursement account. The debit card technology will hopefully cause increased participation in the FSA program. Currently, approximately 15% of OU employees participate in an FSA.

The long-term disability rates are going down about 20% for 2009. Also, The Standard, the University's long-term disability carrier, will offer a true open enrollment this year. For this enrollment, the medical qualifying has been waived so that employees can enroll in any level without approval. However, if an employee has been denied coverage in the past based on medical qualifications, they will have to try to qualify again.

There will also be a new high option with the vision plan through VSP. The premiums are more expensive for this high option, but it gives the member more frequency in getting glasses or contacts, and the co-pays for exams and materials are lower.

Also, the Employee Assistance Programs (EAP) offered through the University will be expanded. The Department of Psychiatry at the Health Sciences Center and the Counseling and Testing Center at Goddard Health Center on the Norman campus have provided those services to the University and will continue to do so next year. This will be expanded with some new providers in the BCBS mental health network. Therefore, there will be more providers with 24/7 access, providing expansion beyond the internal resources we have now.

Annual enrollment will be held November 4– 16, 2008. The Benefits Fairs are scheduled November 3rd in Tulsa, November 4th in Oklahoma City and November 5th in Norman. A series of employee town meetings with BCBS and Delta Dental representatives will be held throughout October at all three campuses.

Questions/Comments from Committee (Answers in bold)

- Robert asked if the rates will change with the new dental plan.

Nick responded that the rates for employee only and employee/spouse coverage went down and the rates for employee/children and employee/family went up slightly (\$6 or \$8 per month) because of the orthodontia benefit.

- Darryl inquired if the dental contract has a limit on how much the rates can be raised.

Nick said, yes, as with the contract with BCBS, there is a three-year guaranteed contract with Delta Dental.

- Karan asked if initially EAP did not have an appointment for an employee, if the employee can go to a BCBS provider for no charge or EAP will have to refer the employee to a BCBS provider.

Nick stated employees will have a choice to go to the internal resources, or they will be able to call another number. The model will be set up the same

with BCBS as with the current EAP programs. An employee will be able to receive services free of charge for two or three visits and then will be referred to a provider in the BCBS network of the plan in which they participate.

- Debbie commented we need to communicate that we will be fully insured with BCBS this time, not self-insured.

Nick responded that literally BCBS is a new company; they are a combination of BCBS of Illinois, New Mexico, Texas and Oklahoma with a parent company, Health Service Corporation. They are in many ways a new company, and we will never go back to where we were in terms of low deductibles and first dollar coverage we had when we were self-insured. With the fully insured BCBS plans, our plans will not be much different than what we had with Aetna.

- Steve stated in the past, there was a differential co-pay if one used Goddard, for example. He asked if that has been considered since then or if BCBS in its current format could bid on this.

This was under a self-insured program. Nick stated for 2009 this would not be a possibility. For future years, this could be an item to be reviewed.

IV. Tulsa HMO (Nick Kelly)

The Board of Regents approved a contract with Community Care of Tulsa as an alternative HMO for the University's Tulsa-area employees. St. John's and St. Francis hospitals in Tulsa are not part of the HMO network for BCBS, and these are the hospitals with which the OU Physicians are affiliated and are the hospitals of choice for many employees in that area. BCBS was not able to get these hospitals in their network. Therefore, a second RFP process was done, and bids were received from Aetna and Community Care. Community Care was the best bid. It is expected that 300 to 400 Tulsa-area employees will enroll in the Community Care HMO. The overall value of the plan is about the same as the BCBS HMO, but there are a few differences, including some of the co-pay amounts. The Community Care HMO is a little more expensive than the BCBS HMO, but their network does include St. John's or St. Francis.

Only employees at the Tulsa campus, the George Nigh Rehabilitation Center in Okmulgee or the outpost at Ramona, near Bartlesville, will be able to participate in the Community Care HMO plan. These employees will be able to choose between the BCBS HMO and the Community Care HMO.

Hillcrest and Southcrest hospitals in the Tulsa area are in the BCBS HMO network.

V. Update on RFP for Retirement Record-Keeping Services (Nick Kelly)

The University has been working with an investment consulting firm, RVKuhns based in Portland, Oregon. They were chosen in a competitive bid process two years ago. They are helping us look at the University's investment lineup and how investment options are offered to employees. One of the catalysts for this is that the federal government is creating new regulations for 403(b) plans to be effective January 1, 2009, which requires 403(b) plan administrators to have a written plan document criteria for vendors.

What the University is searching for is a master record keeper, one company which would keep track of every employee's retirement investments, no matter what company with which the employee is investing.

Today, the University offers a company-based defined contribution plan where the employee chooses a company before considering the investment portfolio. In addition, employees are defaulted into the CREF money market. Under the new record-keeping services, the new default would be target date retirement funds, which the Department of Labor mandates as the default for private sector 401(k) plans. Also, employees would receive consolidated statements. Other features that the University may be able to offer include loans or hardship withdrawals in the retirement plans that we do not have now. Under a master record keeper, the University could also offer a much better retirement education program than is available now. All the vendors which have bid on this retirement record keeping have guaranteed the University at least three full-time representatives on site on all three campuses to educate employees about their retirement investments.

The investment model would be in three tiers. The first tier would be the target date retirement funds. The second tier would be a core group of 10 or 12 different funds the University and the investment consultants have reviewed and feel are the best high return, low fee funds; the fees and returns on this core group of investments would be tracked for performance and fees. The third tier would be a brokerage window for those employees who prefer to handle their investments themselves. Most of the options offered today would be available on this tier.

This plan will give OU employees better investment options with better returns and lower fees and better education, as well as helping with the administration of the retirement plans. The full implementation of this probably will not be until July 2009.

Questions/Comments from Committee (Answers in bold)

- Robert asked if the record-keeping company would be independent of any of the vendors.

Nick responded the record-keeping company might be independent of the vendors but may be one of the vendors, since many of the vendors offer this record-keeping service.

- Robert inquired if Morningstar ratings on each of the offerings would be provided.

Nick stated we would definitely have ratings and as much information as can be provided to employees on the core group of funds.

- Robert asked if 457(b) plans would also be folded in.

Nick said the goal is to fold in both the 457(b) and the 403(b) plans. Hopefully, one plan will be available to cover all three plans, 403(b), 457(b) and 401(a), and the employee can have identical investments in all three plans if they so choose.

- Will inquired if there will be any new administrative overhead to pay the new record-keeping company.

Nick responded the way the investment companies are paid now is through the fees. We will pay in the same manner we do now, but hopefully we will pay less and we will get more.

VI. Update on Retiree Medical (Nick Kelly)

A preliminary report is in the works, which will be reviewed by the members of the retiree medical review committee and then released to campus simultaneously on the review committee's website probably in a month. After that, there will be presentations on that report to various governance groups, beginning with the EBC. The review committee will gather feedback from campus, including through the committee's website by email. After the presentations, the review committee will work on a final report which hopefully will be submitted to President Boren by the end of the calendar year. The President will decide which recommendations to act on and/or which recommendations to modify.

As the review committee works on the preliminary report, the following guiding principles are being used:

- The committee does not want to make any recommendation that causes employees to leave earlier than they otherwise would have. Everything the committee has discussed has been based when employees are eligible to retire, not their actual retirement dates.
- The people who have the least amount of time to prepare for changes ought to be affected the least. There is a broad consensus in the committee that those who are retired or those who are eligible to retire should be held harmless against most changes the committee may recommend.

- The committee would prefer that if there are changes, these changes be made gradually, rather than lines being drawn with the person on one side getting everything, and the person on the other side getting nothing. There are only a couple of things that can be changed – who is paying the premium and who is paying for the services used by those on the plans (plan design).
- Another guiding principle for the review committee is sustainability. The administration has to be able to continue to provide a retiree medical program but also has to be able to continue to run the University. The committee has reviewed how the medical premiums are being paid. The University pays full premium for the University's current retirees. Employees hired after January 1, 2008, can participate in the retiree medical plan, but the University will not pay contributions for them. There was some discussion regarding using health savings accounts as an approach to the retiree medical situation. Steve suggested the review committee might want to take salaries into consideration.

The preliminary report from the review committee may be ready for presentation at the October EBC meeting.

VII. Presentation of Annual Report (Darryl McCullough)

Darryl presented the 2007-08 annual report. He explained the current policy is for the EBC to provide an annual report, and the annual report will be accessible on the EBC website.

Darryl asked for any suggestions or comments on the annual report. One spelling error was found.

The annual report, with the correction, was approved unanimously by the committee.

VIII. Other Business

Darryl said once the EBC website is up and running, he will communicate with campus that the website is available for information, as well as for feedback/comments through an email address.

Nick presented a draft screen shot of the website for review by the committee. Darryl suggested the list of members be a link rather than being listed on the website's front page. The members concurred.

The committee's meeting minutes and annual reports can be archived. The committee agreed that a trailing 12 months of minutes would be preferred. The EBC bylaws are also available on the website.

The links to the websites of the staff and faculty senates on each campus will be placed in a separate box from the other links. So that employees can provide feedback/comments, a “contact us” link will be provided.

Nick stated changes can continually be made to the website. Darryl thanked Nick and the staff involved for their work on the website.

There being no other business, the meeting was adjourned at 2:53 pm.

MINUTES
EMPLOYEE BENEFITS COMMITTEE
October 30, 2008

Members Present

Darryl McCullough, Chair	Debra Bemben
Dick Bennett	Joann Dean
Brenda Freese	Karan Glickman
Donald Harrison	Frank Lawler
Steve Livesey	Sue-Anna Miller
Robert Roswell	Will Wayne

Members Absent

Debbie Copp	Alisa Dougless
Simin Pulat	

Ex Officio Members

Barbara Abercrombie (absent)
Julius Hilburn
Nick Kelly

The meeting was called to order by the Chair at 1:35 pm. New member Frank Lawler was welcomed by Darryl McCullough. Introductions were made.

I. Approval of Minutes

Minutes of the September 18th meeting were approved without discussion.

II. Enrollment Update (Nick Kelly)

Benefits annual enrollment will be open online from Tuesday, November 4th, through midnight Sunday, November 16th. Five town hall meetings have been held on the Norman campus, four at the Health Sciences Center and three at Tulsa, with approximately 700 employees attending. The Benefits Fairs will be held November 3rd at Tulsa, November 4th at HSC and November 5th in Norman. Enrollment information and BlueCross BlueShield medical guides have gone out to employees. Information regarding the enrollment, the new vendors, and any changes in benefits for 2009 is available on the Human Resources website. Employees are encouraged to enroll online.

Nick reported BCBS and Delta Dental have cooperated with the University in eliminating social security numbers as health identification numbers. Information regarding the new health identification numbers to be used by employees was included in the distributed enrollment material.

Nick also noted the EBC website is now accessible.

There are a couple of contracting issues with BCBS for both the Norman and HSC campuses. On the BCBS website, there are currently few physicians listed from the Norman PHO physicians group for the BlueLincs HMO network. BCBS and the Norman PHO have been in discussions the past couple of weeks. A complete list of physicians who will participate in the HMO will be available on the Human Resources website on Monday, November 3rd. Approximately 85 specialists with the Norman PHO have agreed to participate in the HMO network, as well as 30 primary care physicians, the four Integris doctors in Norman and the doctors for Goddard Health Services. BCBS is still recruiting additional pediatricians for the network. The number of physicians on the BlueLincs network will be less than the number currently participating on the Aetna HMO network but will be a viable option for employees.

In Oklahoma City, BCBS and OU Physicians are still in negotiations but will hopefully reach an agreement by Monday, November 3rd. Negotiations began in June. The University is optimistic an agreement will be reached within the next few days.

Nick stated both the Norman PHO physicians group and OU Physicians are in the BlueChoice PPO network.

Brenda asked if there is a telephone number employees can call to find out if their doctor will participate in the BlueLincs HMO. Julius suggested employees should wait to review the list to be provided on the Human Resources website on November 3rd. If their doctor does not appear on that list, they should call their doctor's office to see if he/she is actively negotiating with BCBS or considering participation in the HMO network. There are no other major contracting issues with groups besides the Norman PHO and OU Physicians. All other physicians who have agreed to be in the HMO are already listed on BCBS' website.

III. Defined Contribution Plan Record-Keeper Progress (Julius Hilburn)

The recommendation regarding the retirement record-keeping will probably go to the Board of Regents in January. The review of the University's investment lineup and how investment options are offered to employees began because of new federal regulations for employers who administer 403(b) plans. The University will have a written plan document for the 403-B plan in place by January 1, 2009, to be in compliance with the IRS regulations. The effort to create a written plan document spurred a review of all of the University's defined contribution plans and how they are managed. In subsequent EBC meetings, a more detailed discussion can be held regarding what can be expected from reorganizing how the University's defined contribution plans are managed. Frank asked if fee structure is being discussed. Julius responded a retirement management committee assigned by President Boren, with the help of the investment consulting firm, RVKuhns, have been reviewing the University's investment options and retirement management. What the University is seeking is a master record keeper, one company which would keep track of every employee's retirement investments. The record keeper would manage the 403(b), 457(b), and 401(a) retirement plans.

Nick stated letters including a draft of the plan document is being sent to the University's current 403(b) vendors. Vendors, in order to continue participation as a 403(b) vendor for the University, must return a signed contract agreeing to the regulations as outlined in the plan document. If they do not send back a signed agreement, they will be ineligible to participate as a 403(b) vendor as of January 1, 2009. Information regarding the new 403(b) regulations and the companies who will and will not continue as 403(b) vendors will be included in the letter which is sent annually to employees who have 403(b) plans. It was reiterated that the major companies will continue to be 403(b) vendors. In response to inquiries from committee members regarding how current 403(b) plans will be affected, Nick responded it depends on what companies continue to participate. If a company in which an employee is investing elects to withdraw, the employee can roll their funds into another plan or invest with another company, or they can choose to leave their money with that company. However, no new money can go to that company after January 1, 2009, if the agreement is not signed by the company.

IV. Retiree Medical Schedule Discussion (Julius Hilburn)

The retiree medical review committee has come to an agreement on a report of preliminary findings. This report will be released to campus simultaneously, followed by presentations to various governance groups. The review committee will gather feedback from campus and will then submit a final report to President Boren. The target date for presenting the committee's preliminary findings to campus is November 20th, which coincides with the next EBC meeting. Darryl commented it would be beneficial if the report could go out to campus prior to the EBC meeting so EBC members can bring feedback from employees to that meeting.

V. Updates from Human Resources (Julius Hilburn)

Julius announced an Employee Resources Newsletter will be sent to employees in the next few days. The newsletter will contain information on benefits, specifically topics of which employees need to be aware for the benefits annual enrollment. Included in the newsletter will be an article on BCBS and Delta Dental and information on HMO versus PPO, as well as a feature on wellness. The newsletter will also discuss the lower rates for 2009 for long-term disability, as well as the open enrollment for long-term disability which will allow employees to enroll in any level without medically qualifying if they have not been denied coverage in the past.

Karan asked if the newsletter could include a paragraph on the salary tiers for medical coverage implemented in 2008 and the process by which the University arrived at using this structure. Employees at a town hall meeting at HSC had several questions regarding the salary tiers. Julius stated he would see if a small paragraph can be included in the newsletter regarding the contribution structure.

Julius continued the newsletter would also include an announcement regarding a restructuring in the Office of Human Resources in an effort to provide better customer

service. At HSC, an Employee Resource Center, which will be a single point of contact for employees with general HR related questions and issues, will provide services beginning in January and report to Assistant Director Royce Whaley. In Norman, Assistant Director Nick Kelly is managing the University-wide central benefits planning, design and analysis team, and will also have responsibility for the wellness initiative. The employees who perform day-to-day transactional duties and provide customer service in Norman now report to Assistant Director Michelle Boydston, in a new combined group called Payroll and Employee Services.

Nick reported the University, Aetna and PayFlex are working out the details of what would be the most cost-effective way and best approach in transitioning funds from Aetna to PayFlex, specifically for those employees who will have money left in their 2008 flexible spending accounts at the end of the year to use during the grace period from January through March 15th, 2009. Claims during the grace period will most likely have to be done manually with paper reimbursement forms.

VI. Other Business

No new business.

The next meeting will be held at 1:30 p.m. Thursday, November 20, 2008.

There being no other business, the meeting was adjourned at 2:33 pm.

ITAC Meeting Notes

September 4, 2008

Attendees: Asch, Bourne, Boyce, Ferguson, Fung, Khajotia, Shaw, Studebaker, Thompson, Trepagnier, Wild.

Meeting called to order at 5:05 PM.

Committee Business

Dr. Wild was re-elected as committee chair.

Reviewed the committee membership. (Handout)

Committee accepted a request that agenda items be submitted a week prior to a meeting to allow time for research and preparation on issues.

Spam

Discussion of spikes in spam reaching mailboxes.

Stopping spam is a continuing problem without a perfect solution.

Update: A report on our e-mail traffic for a recent 30 day period indicated that 96% of all e-mail traffic is spam. Over 63,000,000 spam messages were blocked from delivery by Proofpoint during that time.

E-mail

- The e-mail and data archiving policies are still in development.
- The eVault solution has been implemented and all messages 180 days or older have been archived. This step reduced that amount of messages that would have to be moved during the migration to Exchange 2007. The archive window will be reduced in steps to a final length of 45 days.
- The e-mail migration generally went very well.
- One problem occurred with Public Folders. These issues have been or are being addressed and, at this time, approximately 2% of public folder content has not been migrated.
- Microsoft is deprecating their support for Public Folders and they intend to remove them in future versions of Exchange. This will necessitate a search for other solutions to provide the functionality that many departments utilize through Public Folders.
 - Several colleges use public folders to publish room schedules.
 - Some clinic offices publish staff and procedure schedules through public folders.
 - Some classes use public folders to store shared resources.
- Priority restore groups have been setup. The initial setup process created some unanticipated performance problems. The process was suspended and was resumed after normal business hours.

Meeting adjourned at 5:35 PM.

ITAC