

**Augsburg College
Staff Senate**

Wednesday, February 12, 2014
Noon-1:30pm
Marshall Room

Present: Keith Bateman, Mark Chamberlain, Mark Cotton, Tracy Christiansen, Jill Davenport,
Michael Grewe, Joanne Reeck-Irby

Excused: Sara Schlipp-Riedel

Guests: Diane Pike, Joe Underhill

Items in bold are action items.

1. Approval of Minutes
 - a. The minutes from January 22, 2014 were approved with one correction.
2. Governance Committee Presentation
 - a. Things Staff Senate controls or could have some input on are:
 - i. Compensation of staff position (potential for consultation)
 - ii. Employee benefit offerings (potential for consultation)
 - iii. Employee recognition (decides; approved by HR)
 - iv. Staff professional development (decides)
 - v. Provision and design of public spaces (potential for consultation)
3. Human Resources
 - a. Open Enrollment
 - i. Numbers
 1. Augsburg had 496 employees who are benefits-eligible; 458 people responded to process.
 2. 354 employees elected to participate in our benefits and an additional 321 dependents or spouses/partners who were added.
 3. 192 employees elected to participate in our dental plan, with another 200+ dependents or spouses/partners who were added.
 4. 165 employees took biometrics exam, saving \$49,500 by the employees that the college is now paying.
 - ii. The process was incredibly helpful on the back-end; the electronic entry mitigated errors and helped reduce the labor-intensive processes that were required through the former paper process.
 - iii. Major mistakes: No ID, wrong ID, or missing signatures.
 - iv. Housekeeping- HR sent out emails reminding employees to double-check their paychecks for mistakes. HR also did random audits by pulling up accounts and checking employee paychecks for mistakes.
 - v. Changing to 4 tiers from 3 tiers in medical benefits necessitated a required response from every employee, as opposed to past years where employees didn't need to submit anything if they wanted their selections to stay the same as the prior year.
 - vi. For next year- HR is trying to get a new Human Resources Information System (HRIS system). This system would be similar to Agresso. Employees could log on the system and make changes to their own plans during open enrollment. This system

would be user-friendly and doesn't let the user move on to the next section if there are any problems in the current section. This system would be very robust and could actually streamline many aspects of employee information/access to that information and communication between HR and the employee. Hoping for 2015 launch.

vii. Scott said it helped the Agresso team understand the system better.

4. Staff Appreciation Awards

a. Nominations

- i. Two nominations are in; more are coming.
- ii. We will discuss lowering the number of award recipients for next year to 2 or 3 people.

b. Event

- i. Chapel is reserved.
- ii. Seth suggested mashed potato bar.
- iii. We have reserved the Skype cart.

5. Next Meeting

- a. Our next meeting is **Wednesday, February 226** from **12:00pm-1:30pm** in **Marshall Room**.