January 30, 2014

Dear EBAC members,

As noted below in the last meeting minutes, (see yellow highlighted area). We have identified 4 dates (2 in February and 2 in March) for our future EBAC meetings. All meetings will be held in the Founders Dining Hall except for February 28, which will be held in Brother Jerome West, room 213.

Please mark these dates in your calendar.

Thanks,
Eduardo

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<th>Meeting Name</th>
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Eduardo Salaz, M.A.
Assistant Vice President, Human Resources
Saint Mary's College
1928 St. Marys Road
From: Eduardo Salaz [mailto:els3@stmarys-ca.edu]

Sent: Thursday, January 30, 2014 5:39 PM

To: Collin Pugh; Tracey Donaldson; Scott Logan; Carole Wolf; Jane Joyce; Richard Carp; Ann Kelly; Ted Tsukahara; Jessica Kintner; James Temple

Cc: jon.mcgraw@hubinternational.com; jackie.dold@hubinternational.com; Peter Michell; Bethami Dobkin; Gloria Flores; Sharon C Neward; Melanie Harris; els3@stmarys-ca.edu

Subject: EBAC meeting minutes (January 30, 2014)

Dear EBAC members,

Here is a brief summary of our EBAC meeting minutes held this afternoon in the Founder Dining Hall.

Eduardo

Agenda

1. Welcome / Introductions – EBAC Update
2. Update Tuition Remission/Exchange Proposal
3. Final Open Enrollment Results
4. 2014 EBAC Initiatives

5. Review of EBAC’s Basic Tenets and Principals

6. Wellness Program Development

7. Timeframe and Schedule for 2014 Process

2014 EBAC Initiatives – Basic Tenets

Jon began the meeting by giving an overview of the College’s original tenets developed back in 2006. They included the following:

- One risk sharing pool with employee choice of Kaiser / non-Kaiser
- Maintain a ‘Low/no-cost’ plan
- Reflect cost difference
- Stay within the target budget
- Ease of communication and administration
- Support coverage for dependents

One of the College’s initial focus areas was to develop a College wide budget model that was not based on providing the same level of contribution to every faculty and staff member. There was some feedback around the lack of communication to various constituencies on campus and the need for more transparent and consistent communication. We addressed the need for the development of a robust web site that could be located on the HR web site where EBAC slides and other content could be placed.

Jon then suggested some next steps regarding the development of our EBAC tenets for 2014-2015. He suggested we meet over the next few meetings to flesh them out and work on developing a list for review by our committee members and the larger campus community. Ted, specifically asked that we add the development of our tenets on our next agenda. Pete mentioned the Jim Donahue is meeting with other Presidents of Catholic institutions and will potentially be discussing the issue of women’s reproductive health. Pete will see if there is anything for the committee to review from the President’s meeting during our next meeting. Ted suggested that we funnel any additional tenet ideas to Eduardo
and he will make sure to pass them on to Jon to review. Finally we discussed the importance of ease of communication and administration as a very important tenet for the committee.

Wellness:

Jon then led us in a discussion around wellness. The intent and purpose of the discussion was to introduce the committee to the general concept of wellness. Some specific topics included:

Wellness – 5 Keys

1. Identify Outcomes and Develop a Vision
2. Secure Executive Support
3. Gather Accurate Data
4. Provide Accountability and Support
5. Deliver Measurable Results

Jon walked us through the 5 key steps. He committed to come back with some specific higher Ed examples from Santa Clara and other institutions who have fully developed programs. Jon went to say how we frame the opportunity for wellness will be critically important. The key to a successful wellness initiative is to create incentives which result in the redistribution of premiums. Our mindset should be to think of wellness as both an individual opportunity for our employees and a way of managing costs.

Tuition Remission (Waiver)

Pete reported that the Board of Trustees approved the request to change the age from 21 to age 25 (actually age 24 or before the dependent turns 25). This was done to ensure consistency with the Tuition Exchange Program age requirements. Ann will continue to work with Jon and others to ensure we are managing the administrative changes required for implementation. Jon passed out copies of the revised Tuition Remission policy and a copy of the IRS Taxable Fringe Benefit Guide that addresses the taxability of tuition benefits.
Future scheduling of meetings:

We agreed to try to schedule at least four (4) additional meetings before the Easter break. We suggested identifying 2 dates in February and 2 dates in March. Eduardo will work with Pete, Jon and the committee to find some dates that work for most.

There was also a request to develop a campus wide web site for EBAC. There was a suggestion that we house the site on the HR Web site. Faculty and staff could direct their constituents to the web site for comments.