

LASER

Lehigh All-Staff Employment Rewards

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The Benefits Allocation Review

Health Care Reform



As Director of HR Services, which includes benefits administration for Lehigh University, **Toni Lee Febbo** is spear-heading the **Benefits Allocation Review** – a multi-year initiative aimed at ensuring that Lehigh's employee benefits meet the goals of the institution as well as the needs of its faculty and staff.

When the process began in 2007, federal health care reform wasn't even on the horizon. Now, with the passage of **The Affordable Care Act**, memos, articles, white papers, and new regulations are piled high on Toni Lee's desk. *LASER* asked if we could have a few minutes of her time to understand how the **Benefits Allocation Review** process will be impacted by health care reform.

Q: So, what have you been up to lately?

TLF: *Well, mainly I've been keeping up with the regs and crunching the numbers to determine what we need to do to administer health care reform at Lehigh University.*

Q: What are "regs?"

TLF: *Regs is short for regulations. They're the details that map out any law, and in this case The Affordable Care Act. For example, the act states that by 2014, we'll have to provide preventive care for subscribers at no cost to them. The regs will tell us what is meant by preventive care. Will it include annual check-ups for adults and children? What tests might be included?*

So, there will be regs for every aspect of The Affordable Care Act. I'll be continuously reviewing them, making sure we're complying, and calculating the impact on Lehigh.

Q: During the debate over health care reform, one of the things we often heard was "If you like your insurance, you can keep it." How is that playing out here?

TLF: *Large employer-based plans like ours already offer most of the benefits and protections that The Affordable Care Act is making into the law for all plans. Because of*

that, we are being given a designation known as "grandfathering." That means our plan must essentially be the same except for the few cases where we will be required to add benefits.

Q: So, since we will be grandfathered, what are the main aspects of health care reform that will impact Lehigh's employees in the near future?

TLF: *Well things will essentially remain the same in 2011 except that coverage will be offered for adult children of employees who are under 26 years of age. That coverage will be offered for the first three years to adult children under age 26 who don't have access to insurance elsewhere. By 2014, we'll be offering it to all adult children, regardless of whether or not they can get insurance through their own employer.*

Also, Flexible Spending Accounts will have some new restrictions starting next year. Over the counter medications won't be eligible for reimbursement unless a patient is specifically directed to take that medication by a doctor.

Finally, this year only, employees will be given a slightly longer time period to review the information during the Open Enrollment period to help everyone absorb the changes.

Q: How will these changes impact Lehigh as an institution?

TLF: *Like every other employer that already provides comprehensive health care benefits, we'll see an increase in expenses as we provide access to those benefits for new populations. Right now, we're estimating the first year*

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Benefits Allocation Review

Health Care Reform



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impact on our expense budget for benefits will be about \$500,000. The university will need to find ways of addressing this new cost.

Q: That brings me to the **Benefits Allocation Review**. I know there's a team that has been formed to sift through all of the data that has been gathered from employees and peer institutions about benefits.

TLF: *That's right. The Benefits Allocation Review Team (BART) consists of members of the various faculty and staff representation committees, including the Employee Relations Advisory Committee (ERAC), Financial Planning and Operations Committee (FFPOC), and the Faculty Compensation Committee (FCC). Then there are also key HR and other administrative staff, including Gary Lutz in his role as Director of the Office of Institutional Research.*

Q: What will be the end result of their work?

TLF: *The goal of the entire Benefits Allocation Review has been to ensure that we're offering the right mix of benefits to employees to achieve our goal of recruiting and retaining the best staff and faculty. The end result will be a comprehensive assessment of the full range of benefits offered by the university – from health insurance to retirement*

to tuition and so on. From this assessment will flow recommendations that will have to remain within current budgetary parameters. The team's work will help determine if there are places where our benefits could be beefed up or if there are some that are underutilized or not valued by the community.

Q: That's a pretty tall order. How do you see health care reform impacting the tasks they have in front of them?

TLF: *When we conducted the Benefits Survey last year, the results were very unambiguous. In terms of priorities,*

health insurance is the number one benefit for the vast majority of employees. We got the message loud and clear and so did the members of the Benefits Allocation Review Team. So, the good news is, The Affordable Care Act and Lehigh's goals aren't far apart in terms of expanding and improving access to health care.

But the added expense of covering more individuals will mean there are fewer resources to potentially allocate to expanding other benefits or initiating additional kinds of benefits. Looking down the road, there is also the issue of Long Term Care. The Affordable Care Act is setting up a voluntary system of Long Term Care benefits in the next several years. This is another aspect of the act that the team will need to look into.

Q: Has the team met yet?

TLF: *Yes, the team had its first meeting in late July and has met several times since. At first, the main concern was deciding whether or not it was wise to maintain our grandfathered status for 2011. The team weighed the benefits and downsides and made its recommendation that grandfathering for the 2011 plan year would allow them time to evaluate the full impact of the law and recommend the best way to move forward before 2014, when the full Affordable Care Act goes into effect for everyone.*

Q: If someone has additional questions about The Affordable Care Act, where should they go?

TLF: *The White House has set up a website, <http://www.healthcare.gov>, that spells it all out pretty well.*

Q: Is there anything else you want employees to know?

TLF: *We are all learning about the new laws at the same time. As we find out information about aspects that will have an impact on your benefits at Lehigh, we'll be sure to share them. I hope everyone will understand that while we may not have all the answers yet, we are doing our best to get them.*

The end result will be a comprehensive assessment of the full range of benefits offered by the university – from health insurance to retirement to tuition and so on.

Where to go for more information...

- ▶ Contact Human Resources at extension 83900 (inhro@lehigh.edu)
- ▶ Visit HR's Website at www.lehigh.edu/inhro
- ▶ Visit the HR channel on the Campus Portal

Benefits Allocation Review

Next Steps



Now that the *Benefits Allocation Review Team* has formed and started meeting, the final steps of the review process are underway.

The first major task in the team's charge is drafting a *benefits philosophy statement* for the university. A *benefits philosophy statement* is a document that formally states the principles that guide the university's overall benefits program. Once established, this statement serves as the foundation for future benefits program design.

The team plans to spend the early fall speaking with gatherings of faculty and staff to get input from across the campus community. Those participating in the meetings will be provided with pre-read materials, including samples of benefits philosophies from other universities.

Following these meetings, the team will begin drafting Lehigh's benefits philosophy statement. During this process, information will be shared with the campus

community through a variety of channels. For example, there are plans for a blog that would allow employees to participate and make comments. These comments would be reviewed and, when appropriate, incorporated into the draft.

The final draft of the benefits philosophy will be submitted to the university's senior officers for review and adoption. The goal is to have this step completed by the end of the year.

Once the university's benefits philosophy has been firmly established, it will be used as a guide for the team's other tasks. These include defining performance expectations and measurements; assessing the effectiveness of the university's benefits program; and producing recommendations to improve the program's effectiveness.

The Benefits Allocation Review Team is scheduled to wrap up most of its work by the end of June 2011.

Benefits Allocation Review

Review Team



Team Member	Department	Area Represented	Email/Phone
Robin Armbruster	College of Engineering	ERAC	rma2/84025
Lynn Columba	Education and Human Services	FFPOC	hlc0/83237
Toni Lee Febbo	Human Resources	Human Resources	tlf1/83896
Parveen Gupta	Accounting	FCC	ppg0/83443
David Hammer	Finance and Administration	Benefits Survey Design Team	dhh5/83110
Tim Hinkle	Human Resources	Human Resources	th09/85167
Hillary Kwiatek	Human Resources	Human Resources	hik210/85165
Warren Loller	Budget Office	Benefits Survey Design Team	wjl2/85097
Gary Lutz	Office of Institutional Research	Institutional Research	jgl3/83708
Tammy Shellock	International Affairs	ERAC	tjs7/84876
Alice Sikorski	Human Resources	Human Resources	ams404/82789
Arnold Spokane	Education and Human Services	FCC	ars1/83257
Susan Szilagyi	Controller's Office	ERAC	smsc/83141
Al Wurth	Political Science	FFPOC	ahw1/83341

ERAC: Employee Relations Advisory Committee
 FFPOC: Faculty Financial Planning and Operations Committee
 FCC: Faculty Compensation Committee

The following is the first of a new occasional series highlighting some of the best practices taking place in workplaces across Lehigh's campuses.



Best Workplace Practices:

Student Affairs

There's a word you'll hear repeatedly from members of the Student Affairs staff: **intentional**. Very little is left to chance in this division, with a wide range of responsibilities and departments spread throughout the university's campus. Vice Provost for Student Affairs **John Smeaton**, has a laser-like focus. As he sees it, *"This is a magical time in the life of our students. It's our privilege to help them through their journey."*

When it comes to his employees, John is equally intentional. A conversation with him about human resources practices reveals that the success of his staff is no accident. *"I'm blessed to have a group of great colleagues, and they've hired more outstanding people,"* John says, *"so my job is to pay attention to the fundamentals and to make sure that supervisors throughout the division make good practices a part of the culture."*

John breaks down his human resources practices into several key components:

1. Clarity

Student Affairs is a complex division with a diverse range of operations, so it's especially important that employees have clarity. What does John mean by clarity? It includes a clear understanding of an employee's role, of the department's goals, and of how the staff member's job fits into accomplishing the educational mission of the division and the university.

It's also important to have clarity on individual expectations, John notes. Well-crafted **position descriptions** such as those that resulted from the *Staff Compensation* and *Job Family Compass Initiatives* are an important tool in that regard.

2. Responsibility

Smeaton believes that his colleagues need to understand that what they do matters, to know that what they do on a day-to-day basis is connected to the goals of the division and the entire university. Through a departmental strategic planning process begun nearly a decade ago, he and his team developed a set of core strategic goals. Department and individual planning which generate **annual and multi-year goals** are done in that context. In this way, John says that they create a culture of responsibility, where employees know that they are contributing to the bigger picture.

John stresses that these goals must include **measurable outcomes**. By insisting on this type of goal-setting, he says that Student Affairs has been able to focus its energy and resources on efforts that make a real difference. In his view, they've moved from a measurement of *"feels good"* to one of *"does good,"* honing the division's activities and enhancing the staff's sense of responsibility.

3. Support

The Student Affairs Division is largely populated by younger staff members, many of whom are at the start of their careers. Committed and talented, they still have a lot to learn about Lehigh and about the field. This is why John stresses contin-

uous support on the part of his senior staff. *"Mentoring and career coaching is an expectation,"* he notes.

Smeaton and his senior staff work hard to provide opportunities for growth within the division, but he also recognizes that his employees may need to move on from Lehigh in order to further their careers. He is supportive of this as well, engaging his younger staff in **professional development opportunities** and supporting their involvement in professional networks and associations. He also looks for chances for staff members to work in teams across and outside the division to gain wider exposure and stretch their skills. Support extends to staff at other levels as well. For example, several of John's colleagues have developed a professional program for mid-level staff interested in expanding their knowledge and skills. Entitled the *Dean of Students Mid-Career Professional Development Round Table Series*, it has been designed to bring together colleagues who oversee departments or have supervisory responsibilities for professional staff. Seminars are scheduled throughout the academic year and topics include Leading from the Middle, Career Mapping, Effective Supervision and Working with Constituents across campus.

4. Feedback

The *GPS Performance Appraisal* process is an important tool for providing feedback to staff. John uses GPS for both annual and mid-year reviews, but he also believes that feedback needs to be continuous. *"I start with the assumption that everyone in Student Affairs wants to perform his or her role as well as possible. Feedback should be honest but constructive. We also endeavor to give feedback soon after projects or events, when things are fresh in our minds."*

5. Recognition

"When people excel, and I am fortunate that this happens regularly in our departments, it's important to acknowledge it," Smeaton says, *"publicly and explicitly."* Recognition includes thanking staff in person, in emails, and at meetings. He also makes clear to his supervisors that nominating employees for university-wide honors such as the **Tradition of Excellence**, **Spot Bonus Awards**, or any of the annual university awards is part of their responsibilities.

6. Fun

Finally, John thinks it's important to have fun. *"We have to take the time to enjoy what we're doing,"* he says. He likes to take time to share the stories that make their work worthwhile. He takes informal walks through his division to see how folks are doing. He also plans an annual kick-off breakfast for the entire division the week after classes start. As serious as he is about the work of Student Affairs, and as serious as the work they do sometimes is, John believes that in finding the moments of joy and levity, *"we generate the energy and enthusiasm that sustains us through the challenges inherent in our roles."*

Focus on *GPS*:

Keeping in Touch All Year

“How’s it going?”

Whenever we bump into friends at the grocery store or see our neighbors over the back fence, we ask them this question. All too often at work, though, we forget to make this simple query, both of ourselves and our employees.

Whether an employee is doing fine or not so fine, he or she needs to hear it. And, whether you think your supervisor already knows what you’re up to or not, he or she needs to hear it from you. In short, taking a few moments from the usual daily routine to reflect on the progress and challenges of our work can yield greater satisfaction, higher performance, and deeper employee engagement. This is the reasoning behind building multiple opportunities for feedback and communication into Lehigh University’s *Goals → Performance → Success (GPS) Appraisal Process*.

For most areas of the university, **2010 GPS Appraisal** forms have now been launched. When your form is launched, you receive an email notification with a link

to the Campus Portal. To start the process moving forward, you should go to the Campus Portal, select the Employee tab, and then select “GPS Online Tool” from the *GPS* box in the middle of the page. The workflow this year is the same as it was in 2009. Both employees and supervisors can enter information into the form at the first “Working Document” stage.

From the “Working Document” stage, supervisors should forward the form to the Mid-Year Review step. While the Mid-Year Review is an optional review, Human Resources *strongly recommends* taking the time to schedule appointments between supervisors and employees. After the Mid-Year Review stage, you and your supervisor can continue adding information to your form as you move toward your required Annual Performance Appraisal.



There are numerous benefits to using the *GPS* process throughout the year, including:

- ▶ Employees can share the progress they’ve made in attaining goals that were established at the start of the year at any point.
- ▶ If things aren’t going so well, the Mid-Year Review in particular is a good time for supervisors to work with employees to get back on the right track well before their annual review.
- ▶ Feedback is a two-way street. The continuous *GPS* process gives employees a chance to let their supervisors know if they need something, such as additional training or support.
- ▶ There is an opportunity for open dialogue throughout the year that is not linked to a recorded rating. Only the final Annual Performance Appraisal stage includes supervisor ratings and optional self-appraisal ratings.
- ▶ Both supervisors and employees can adjust goals if needed during the year.
- ▶ When the time comes to complete the formal annual review, much of the information will already be up to date.

GPS Orientation Workshops

If this is your first year experiencing the *GPS* process or you would like a refresher, you are urged to attend a *GPS* orientation workshop. These workshops are open to all faculty and staff.

Upcoming dates include:

Tuesday, October 12

Thursday, October 21

Wednesday, November 3

Thursday, November 18

Wednesday, December 1

Tuesday, December 21

All sessions will be held from **9:00 to 10:30 a.m.** To register for any of these sessions, go to www.lehigh.edu/HRtraining. The HR website also has a wealth of information about the *GPS* process and performance management. Visit <http://www.lehigh.edu/~inhro/PerformanceManagementDirectory.htm> to learn more.

If you have questions about the appraisal process or the training sessions listed above, contact **Linda Parks** at extension 85195 or linda.parks@lehigh.edu.

Compass Chronicles:

True Tales of Transfer and Promotion

Increasing career opportunities within the university for current Lehigh University employees continues to be an important focus in Lehigh's Staff Employment Value Strategy (SEVS). In 2009-10 out of 80 classified positions filled at Lehigh, 24 (or 30 percent) were filled by current staff members. In 2008-09, 36 out of 136 positions were filled with internal candidates – 26 percent.

The following interviews with current staff members at Lehigh who have moved into different positions offer a sampling of the variety of transfer and promotion opportunities available.

Katie Welsh-Radande

Katie Welsh-Radande started her career at Lehigh fresh out of college in 2004 working in a wage position in the **Iacocca Institute**. While at the institute, she moved into a coordinator position working not only on professional education programs, but also the **Governor's School** and the **Global Village** which take place on campus each summer.

While Katie found the work at the Iacocca Institute rewarding, she had been interested in international studies and study abroad since her years as an undergraduate. Her BS from **Moravian College** in International Management and French included three years of school work outside the United States, and she envisioned a career in that arena. She used *Job Family Compass Guides* to read more about the different job families on campus and began planning. Katie was honest with her supervisor in the Iacocca Institute about her desire to further her career in another part of the university. Management was supportive. *"They understood this was my first job and that I was looking for advancement,"* she recalled, *"They made introductions for me in other offices as well."*

In order to achieve her goal, Katie pursued opportunities to meet and interact with the staff of Lehigh's **Study Abroad Office**, **English as a Second Language**, and **Office of International Students and Scholars**. She volunteered during the annual *International Bazaar*. She also sat down for informational interviews with these offices. Through these experiences, she learned

more about how the departments operated. But perhaps more importantly, as she noted, *"When an opportunity came up, they knew who I was and saw me as a strong candidate."*

In 2007, Katie attained the first step of her plan, moving into an advisor position in the Study Abroad office. When an associate director position in this office became available, she decided to discuss it with her supervisor. She knew she would have to go through the competitive interview process, with no guarantee she would earn the position. *"It was stressful,"* Katie said, *"but I knew I wanted to develop my career in study abroad, so I went for it. And I got it."*

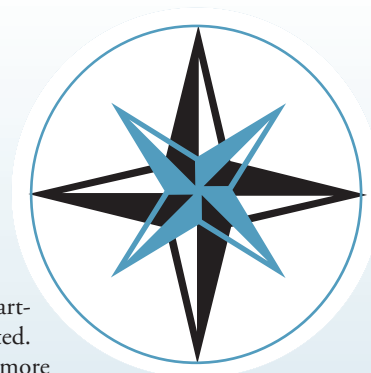
Katie offers some advice to her fellow employees who are interested in advancing their careers at Lehigh. *"One of the biggest things is learning about Lehigh in general. The Learning the Institution program was helpful for that. People here are really friendly, so if you have an interest, call someone in that area and meet with him or her. Taking the initiative helps you stand out when you apply for jobs."* She also suggests taking advantage of Lehigh's educational benefits. *"I just completed a master's degree from Lehigh's College of Education in the Comparative and International Education department. I started it in 2008, and I think it helped when I was pursuing the Associate Director position."*

Katie's positive attitude and proactive approach helped her reach her goal. As she puts it, *"I always wanted to work in study abroad, and here I am!"*

Lydia Benjamin

Lydia Benjamin can't believe she's been at Lehigh for seven years. *"It's flown by, really,"* she says with a smile. Until January of this year, she worked in the **President's Office** in various secretarial positions. The President's Office is an exciting place to be, but after more than six years, she felt the desire for a new challenge. She noted, *"I didn't want to be stagnant and not learn at a learning institution."*

During her time in the President's Office, Lydia took



Compass Chronicles:

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professional development courses, including several in business writing. She also took part in **Learning the Institution**, which she really enjoyed. She started looking at job openings in 2009.

In Lydia's case, she tapped into the HR Office in her efforts. *"The support from HR was amazing,"* she said, *"I interviewed for four jobs before finding my current position and Lori Claudio in particular really encouraged me to hang in there."*

Lydia started her new position as Executive Secretary to the Vice President and Associate Provost for Research and Graduate Studies in January. She's proud that when she left the President's Office, she received many good wishes from her colleagues as well as President Gast.

Her advice to other secretarial staff who might want to move into another position? *"Keep your skills polished."*

Lydia always feels welcome when she makes a return visit to the President's Office. But these days she's busy getting to know the new Vice President and Associate Provost, **Alan Snyder**, and learning all there is to know about her office. *"I have three pages of acronyms to memorize,"* she chuckles.

Majed Dergham

Majed Dergham '04, Maj for short, started his career across the river in the **Admissions Office** of **Moravian College**. But a fateful meeting with Lehigh Admissions staff at a professional conference led him back to his alma mater. *"I heard about an opening here and I applied,"* he recalled. *"If you're working in Admissions, it's like a dream job to work where you graduated."*

Maj worked in an entry level assistant director position for two years. During that time, he filled in when there was a staffing gap in the area of Diversity Recruitment. He gained more experience and developed a passion for this important piece of the Admissions picture.

When a colleague left, Maj took the initiative and asked for the promotion even though it wasn't a Diversity Recruitment position. *"I took the senior assistant director position overseeing Lehigh's Pre-Health Programs admissions process because I saw it as a way of moving up."*

At the same time that he accepted and enjoyed his new role in the office, and all of the travel that went along with it, he also let his supervisor know of his interest in Diversity Recruitment. *"I've never been the kind of person to sit back,"* he said. It paid off. While away on his honeymoon, Maj learned that the associate director of Admissions position overseeing Diversity Recruitment was available. This time he didn't have to ask for the promotion; he was asked if he was interested in the position. Maj moved into his new role in July. As associate director in charge of Diversity Recruitment, Maj enjoys working with first generation college applicants and their families. He's working with the Dean to create a vision for a Lehigh student body that reflects diversity in its many manifestations – racial, ethnic, economic, sexual orientation, religious, or even geographic.

While he still travels to recruit, his schedule has settled down a bit. *"I can't complain about my territory and I've enjoyed seeing so many places, but it's good to be home a bit more now that I'm married."* Reflecting on his education, he thinks he uses his Lehigh degree every day. *"My degree is in marketing, and now I use it to market Lehigh."*

Like Katie and Lydia, Maj recommends seeking out challenges. *"It's important,"* he says, *"Being bored stymies your professional development."* He also suggests mapping out where you want to be. *"Find out who the advocates are that you need. What can you do to be noticed?"*

Finally, being a team player in situations like staff shortages, or filling in during a co-worker's extended absence, can help you stand out and provide exposure to new areas within your own department.

Human Resources offers a range of professional development programs and services that can help you advance your career at Lehigh. For more information, contact **Linda Parks** at extension 8-5195 or linda.parks@lehigh.edu.





Lehigh University
Human Resources
428 Brodhead Avenue
Bethlehem, PA 18015-1687

Glossary

The Affordable Care Act

The Affordable Care Act is the official name of the health care reform bills passed by Congress and signed by President Obama on March 23 and March 30, 2010. The law puts into place comprehensive health insurance reforms that are intended to hold insurance companies more accountable, lower health care costs overall, guarantee more health care choices, and enhance the quality of health care.

The Act will not be implemented all at once. Portions of the law have already taken effect. Other changes will be implemented through 2014 and beyond.

Grandfathering

For now, most of the 133 million Americans with employer-sponsored health insurance through large employers like Lehigh will maintain the coverage they have today. Large employer-based plans already offer most of the comprehensive benefits and consumer protections that the Affordable Care Act will require of all plans this year – such as eliminating lifetime limits on coverage – and in the future. Thus, they are considered “grandfathered,” which will allow these plans to stay relatively the same until 2014 (though some may choose not to keep that designation).

Plans will lose their “grandfather” status if they choose to significantly cut benefits or significantly increase premiums or out-of-pocket spending for consumers – and consumers in plans that make such changes will gain new consumer protections.

Learning the Institution (LTI)

This series of 14 two-hour programs scheduled over the course of an academic year was mentioned by several of our *Compass Chronicles* subjects as a valuable experience. LTI provides an integrated learning opportunity for Lehigh faculty and staff members – regardless of years of service. It can also provide a more complete and enriching work experience. Enrollment is limited to provide the ideal atmosphere for conversation between participants and presenters. The 2010 class is full, but interested employees may contact **Mary Jo McNulty**, at extension 83894 or mjd4@lehigh.edu to inquire about enrolling in the fall 2011 class.

The goal of LTI is for participants to walk away with a broader understanding of Lehigh’s organizational structure and a heightened perspective of the diverse areas and functions that make up the university. Each session is presented by the leader of a specific division or department. Topics include Academic Affairs, University Relations, Advancement, Finance and Administration, Research, the Colleges, Admissions, General Counsel, Library and Technical Services, and more.

Workflow

Workflow is the series of steps in the Goals→Performance→Success (GPS) Appraisal Process through which every employee’s appraisal must pass. Each workflow step represents an opportunity for the employee and supervisor to set goals and assess progress toward those goals.

This year the workflow steps are:
Working Document → Mid-Year Review → Working Document → Annual Appraisal → Performance Meeting → Signature → Annual Appraisal Complete.

Q&As

Q: What is the “Mid-Year Review?”

A: The Mid-Year Review is a step in the workflow of the Goals→Performance→Success (GPS) appraisal process. Even though sitting down for a meeting at the halfway point in the year is optional, Human Resources (HR) strongly recommends that employees and supervisors take the time to talk to each other. Regardless of whether you meet or not, your appraisal form needs to be moved through this step by your supervisor. For more information on the benefits of a Mid-Year Review, see the article *Focus on Goals→Performance→Success* on page 5.

Q: What is the purpose of the Benefits Allocation Review Team?

A: The Benefits Allocation Review Team will produce a benefits philosophy statement and a comprehensive assessment of the totality of the university’s benefits program. The team’s work will help determine if the benefits program is meeting the Lehigh community’s needs or if

potential changes (within current budgetary parameters) could improve its effectiveness. More information about the team’s work is available in the article *The Benefits Allocation Review Process: Next Steps* on page 3.

Q: What is one major change to Lehigh’s health insurance benefit that will occur in 2011 as a result of the implementation of The Affordable Care Act?

A: The first change to the university’s health insurance will be in expanding access to coverage to adult children of employees. Beginning January 1, 2011, adult children under the age of 26 who do not have access to employer sponsored insurance elsewhere may be enrolled along with their parents in one of Lehigh’s health insurance plans. Details about this and other changes are included in the article *The Benefits Allocation Review and Health Care Reform* on page 1.