



University Staff Advisory Council

Agenda
Tuesday, October 14, 2025
[Zoom Link](#)

Attendees: Fae Bell, Miriam Blackmon, Ashley Blount, Monica Booker, Amanda Boyd, Matt Dewald, Elizabeth Donaldson, Kolby Ferguson, Stephanie Fillman, Meghan Gill, Aretha Harris, Joy Heinzman, Nora Kostyk, Ashley Kuemmerle, Erin Lowery, Deborah Lupp, Yahneet Morton, Jessie Pascarelli, Bryan Moyer, Liz Prillaman, Kelley Ranager, John Shines, Becca Siok, Kirstin Stacia, Julia Trachtenberg, Justin Woodson, Andrea Vest, Mary Wheaton, Carole Yeatts, Mina Zatelli. Guests: Laura Dietrick and Paul Brohan.

Carole Yeatts acted on behalf of Jess Oliver, who was unable to attend the meeting. She called the meeting to order at 1:02 PM.

Carole Yeatts asked the new USAC committee members to introduce themselves to the group, all of whom represented various departments on campus. She then introduced our speakers, Laura Dietrick with Benefits, and Paul Brohan with the Modlin Center.

Employee Benefits Open Enrollment Presentation (Laura Dietrick, Director, Benefits & Employee Well-Being)

- Open enrollment is from October 27th to November 7th. All employees must submit enrollment forms regardless of changes. Employees will receive tasks via Workday to verify dependent information and attest to their insurance status.
- Health Savings Account (HSA) requirements for high-deductible plans: An annual attestation of eligibility is required via WD tasks.
- The three medical plans remain the same. Employees may waive insurance if covered elsewhere; waivers will result in either a \$500 payment or 5 vacation days yearly.
- Insurance-related tasks are released incrementally and not all at once. Employees planning to add dependents who have not yet been verified are encouraged to verify them before open enrollment to avoid potential delays.
- **Support & Resources:**
- The Benefits Fair locations: From 9:00 am – 4:00 pm on October 28th (THC, Alice Hayes room), November 5th (Heilman Dining Center), and November 7th (Well-Being Center). Flu shots will be available at both sessions from Walgreens Pharmacy (please bring your insurance card).
- Open Enrollment sessions are on Thursday, Oct. 16th, from 9:00 am – 10:30 am in Weinstein Hall in the Brown Alley room, and on Friday, Oct. 17th, from 9:30 am – 11:00 am, via Zoom. Benefits guide and job aids will be distributed to all full-time employees.
- **Plan Renewal & Renewal Process:**
- A Request for Proposal (RFP) for medical plans occurs every 3–4 years. This year, 26 claims over \$100K were reported (14 last year), contributing to a 23.5% budget increase.

- The University of Richmond has a self-insured plan with stop-loss protection. Meaning that the insurance carrier acts as the claim's administrator, paying claims according to the plan but funded by the employer up to the stop-loss level. Employers under this plan retain the surplus or fund any claims deficits each year. The benefits to this type of plan include: no state premium taxes or risk charges from the insurance carrier, prescription drug rebates go back to the plan vs. the insurance carrier, we're exempt from state requirements, including benefit mandates, and have the flexibility to implement point solution programs or carve out prescription drug/stop loss insurance. The university can offer infertility benefits, which would not be possible if it were fully funded.
- **Plan Vendor & Changes:**
- Cigna was considered, but proposed a 16.8% premium increase compared to Anthem's 8.6%. Efforts continue to keep employer premiums aligned across all three medical plans to ensure equity in employee choices.
- **Network & Pharmacy Updates:**
- Minimal provider disruption expected; some possible pharmacy disruption; check formularies carefully. Employees will need to work with Anthem to coordinate things such as payment methods for mail-order prescriptions.
- Anthem assigns a dedicated family advocate for claims, appointment assistance, etc.
- Healthkeepers Network is used in Virginia; outside the state, employees can use the BlueCard PPO network, including international care. New insurance cards will be mailed to each employee.
- **Technology & Rewards:**
- Employees can use the Sydney Health Mobile App for various services or continue using anthem.com. Employees can earn up to \$200/year in gift cards through Smart Rewards, available to all full-time employees regardless of medical plan participation. Additional benefits include fertility benefits with no coverage gaps.
- **Additional Benefits Information:**
- Premiums will be deducted over 26 paychecks next year. The university will continue with Delta Dental. Dependent Care Spending Account remains available. Employees cannot use an FSA if enrolled in an HSA (no rollovers between accounts). The FSA is a use-it-or-lose-it account. The university contributes more to HSA for employees earning \$50K or less, with higher caps available for those employees.
- **Action Items:**
- Employees to verify dependents early if planning to add during open enrollment.
- Watch for WD tasks and email notifications.
- Attend open enrollment sessions and benefit fairs as needed.
- Review the benefits guide and resources when distributed.

Modlin Center Presentation (Paul Brohan, Executive Director of Modlin Center for the Arts)

- In AY 2026-2027, the Modlin Center will celebrate its 30th anniversary.
- The Modlin Center is comprised of 10 staff members, which from four areas: production staff, patron services, business and operations, and administration and executives. Modlin employs about 60 students (most are international). The center hosts several hundred performances each year. There are 4 performance halls: Camp Concert Hall, Perkinson Recital Hall, Cannon Memorial Chapel, and Alice Jepson Theatre.
- Due to the number of events the center hosts, Modlin has started hosting fewer performances, allowing students and departments on campus more access to spaces and the ability to book their performances first.
- Paul and his team are intentional in their invitations to artists to campus. They want to focus on artists who are interested in building relationships with students and other campus constituents.
- Recently, the Modlin Center committed to a 3-year relationship with poet Marc Bamuthi Joseph for a project called “Remembering Empathy: An Art1Story Project with six themes: Memory, Folklore, History, Truth, Facts, Erasure. It is designed to open conversation, connection, curriculum, and art for our city of Richmond. He will create a poem about these six themes and perform it with the Richmond Symphony in April 2027.

Chair’s Report (Carole Yeatts)

Upcoming speakers were shared with the group. Next month, Maribel Street, Director of Emergency Management, will discuss emergency planning. The 2025-2026 representatives have been finalized. The groups will meet to determine their chairs.

Treasury Report and Approval of the Minutes (Mina Zatelli)

Mina Zatelli put forth a motion to approve the meeting minutes from the October 9, 2025, meeting. Miriam Blackmon seconded the motion. Minutes were approved.

Reports from Committees and Liaisons

- There were no new updates from the Faculty Senate Committee or the Benefits Committee
- Miriam Blackmon reminded staff of the upcoming benefits fair.
- Campus Planning Committee representative Monica Booker shared that the campus plan has been submitted to the board for approval.
- Plant Involvement Team (John Shines). John shared that his team is looking into new traffic patterns and crosswalks for areas outside of Boatwright and 8:15.
- Food Service Involvement Team (Amanda Boyd) Amanda’s committee has not met yet; however, they are welcoming a new manager to the FlavorUR team.
- Communications (Mary Wheaton & Erin Lowry) Erin is taking the lead in rolling out new USAC member profiles, highlights, and spotlights on social media. Continue to share staff events with Mary & Erin to post.
- Events and Engagement Committee (Justin Woodson & Mina Zatelli)- Mina discussed the fantastic Modlin Tour that took place last month with UR’s newest employees. Looking for new ideas for tours.
- Elections Committee (Carole Yeatts) Carole is vacating the chair position of this committee. If anyone is interested in stepping in, please let her know.

Web Submissions (Kirstin Stacia in for Mirinda McCants)

- Kirstin read the response from facilities regarding pest control practices on campus. It listed several ways that the university is working with Orkin to ensure environmental and health safety. Staff had follow-up questions about the responsibility of trap disposal and what alternatives are being explored for a more humane method of removing these pests.
- Kirstin read a submission that discussed job efficiency and employee positions. HR discussed the process they are engaged in, called Integrated Resource Planning, with the goal of developing a detailed understanding of needs, goals, and challenges, along with the financial resources available for each school division.

With no further discussion, the Meeting adjourned at 2:36 pm and went into closed session.

Announcements:

USAC Meeting – Tuesday, November 11, at 1:00 p.m., Wilton Center, Multi-faith Room. The featured speakers will be Maribel Street, Emergency Management.



University Staff Advisory Council

Goals 2025-2026

- 1) Strengthen and foster a cohesive and inclusive staff community on campus.
 - a) Establish a USAC events committee to promote a sense of community across campus staff. Launch new initiatives to bring together staff from across departments, including informal breakfast/lunch gatherings and organized campus tour for staff led by staff.
 - b) Offer hybrid USAC meetings for general staff but encourage USAC members to attend in person.
- 2) Enhance USAC's visibility to be seen as a conduit of information, a voice for all staff, and a leader in community efforts.
 - a) Increase the accessibility of the web submission feature on the USAC website and raise awareness among staff about the available web submission feature to ask questions and raise concerns.
 - b) Strengthen the visibility and role of USAC for staff advocacy, retention, transparency, compensation, and appreciation.
 - c) Raise the profile of USAC board and committee members collectively and individually so that all staff feel heard and represented. Invite all staff to join USAC committees.
 - d) Continue to foster connections with the Faculty Senate and explore additional opportunities for faculty and staff to interact.
- 3) Solidify processes and institutional knowledge within USAC.
 - a) Define the committee structure within USAC and establish clear goals and expectations for each.
 - b) Review the current USAC Board structure and compare it with the current campus employment to ensure fair and accurate representation.
 - c) Update procedures guides for future committees and board members.
 - d) Provide mentorship and training to new executive officers prior to the start of their term.
 - e) Connect with past USAC board members and invite their input and participation in USAC activities and initiatives.
- 4) Continue USAC awareness through existing systems and processes.
 - a) Continue the USAC role in the onboarding process by sending the USAC profile and swag to new staff members.
 - b) Continue regular and timely communication with staff through all-campus communications and participation in major campus events. Continue to make sure information is shared with staff in a variety of modes, including social media, printed flyers, signage, and QR codes for those who do not regularly access email.
 - c) Partner with constituents across campus to promote staff events.
 - d) Continue to invite University representatives to present at monthly meetings and quarterly breakfasts, including senior management, compliance, campus safety, HR, DEIB, and student development.