UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
October 10, 2017 – 1-3 p.m. – Tyler Haynes Commons, Room 305

Members Present: Lisa Bayard, Stephanie Bernthal, Shannon Best, Wendy Burchard, Jason Cope, Dustin Engels, Amy Gallagher, Beth Ann Howard, Austin Leach, Pam Lee, Paul Lozo, Emily Martin, Julie Neville, Meg Pevarski, Rick Richmond, Heather Sadowski, Brittany Schaal, Tara Stewart, Joseph Woodford

Non-Voting Attendees: Kirsten McKinney, Carl Sorensen

Members Absent: Mika Elovaara, Cassandra Taylor-Anderson

Non-Voting Absent: Lynn Robertson

Brittany Schaal, Chair, called the Council meeting to order at 1:01 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members went around and answered the question of what is your favorite benefit of the University of Richmond.

The Role of the Board of Trustees, Ann Lloyd Breeden, Vice President and Secretary to the Board
Ann Lloyd Breeden made a presentation regarding the functions of the Board of Trustees. She described the structure of the Board, roles and responsibilities, powers and duties, committee structure, and election process. The 27 members were shown as well as the composition of the board between alumni, parents, and community/education leaders, as well as by professional industry.

Benefits Information, Carl Sorensen, Senior Associate Vice President of Human Resources:

Open Enrollment is from October 30th to November 10. All employees must complete online open enrollment in BannerWeb, even if no changes are being made.

Carl Sorensen described the changes being made to each plan, high deductible and traditional. He highlighted that with the changes this is a good time to research the options to determine which plan is best for you and dependents, if applicable.

There are tools on the Open Enrollment website to help you calculate expenses under each plan. Online tools for our health care plan include ClearView, CignaOne and MotivateMe. Details about each of these resources are available on the HR Open Enrollment website.

Visit the benefits fair for more information and to complete the biometric screening and health risk assessment, and for two Regal Movie Tickets.

- Benefits Fair dates, held in the Weinstein Center Basketball Courts:
- November 2 from 9 a.m. to 4 p.m.
- November 8 from 9 a.m. to 4 p.m.
- November 10 from 9 a.m. to 4 p.m.
  - Info sessions, held in the Weinstein Hall, Brown-Alley Room:
    - October 17 from 10 a.m. to 11:30 a.m.
    - October 18 from 2 p.m. to 3:30 p.m.
    - October 26 from 10 a.m. to 11:30 a.m.

Optional dental and vision plans and premiums are not changing. Supplemental life insurance premiums are also not changing and can be opted into during open enrollment.

For more information please visit [http://hr.richmond.edu/benefits/open-enrollment/index.html](http://hr.richmond.edu/benefits/open-enrollment/index.html)

**Staff Interest Groups, Brittany Schaal:**
Brittany discussed the posted changes as to how USAC will now support these groups, formerly known as Affinity Groups. Brittany reviewed the proposal that was presented and accepted in June by USAC to change the structure and support of Staff Interest and Affinity Groups and USAC’s support of groups.

**Budget Update, Amy Gallagher:** The Staff Interest Group Application for Funding from the Caregiving Group was reviewed.

Beth Ann Howard moved to accept the application for funding at the amount at $250. Dustin Engels seconded the motion. The motion passed with majority vote.

**Committee and Liaison Updates:**
- Communications, Meg Pevarski: Committee will be working on Staff Interest Group communication plan. Also working on the promotional items that will be given away at the table at the Benefits Fair. Meg will connect with Amy regarding the budget.
- Elections, Pam Lee: Committee met last Friday. Brainstorming ideas to promote positions. Email is going out to listserv of what seats will be open in the upcoming year. Division leadership will also be made aware of an opening in the area.
- Volunteer & Engagement, Tara Stewart: GoogleDoc going out to sign up to work the benefits fair.
- Faculty Liaison, Shannon Best: The Faculty Senate had an agenda item to determine their relationship with USAC. A committee was formed to determine if they want to appoint someone to attend our meetings.
- PIT, Rick Richardson: A request was made for additional Box training for facilities employees. The number of golf carts has increased on campus and review is underway of use and parking and pathways for golf carts. The idea is to devise a plan for cart parking.
- FIT, Joseph Woodford & Lisa Bayard: A letter was sent to supervisors to choose candidates to be representatives at PIT. Lisa and Joseph will then introduce themselves to these individuals and provide more information on meetings.
- HR, Carl Sorensen: No additional updates.

**Web Submissions, Paul Lozo:**
Web Submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online.

Question: Filling the Planning & Priorities vacancy
Question: Corrections for signage in Tyler Hanes Commons
Question: Tuition remission regarding number of credit hours versus number of classes
Question: Student employees, weekly hours, versus full time employees, weekly hours
Question: Tyler Hanes Commons maintenance and use
Compliment: Electrical team during blackout.

Announcements:

Closed Session:

The council entered closed session at 2:56 p.m. No actions or votes were taken.
Dustin Engels moved to adjourn the meeting. The motion was seconded.
Brittany Schaal adjourned the meeting at 3:17 p.m.
Respectfully submitted, Amy Gallagher, Secretary/Treasurer