USAC Meeting Summary
Feb 14, 2012
1:00 – 3:00 PM

Meeting was called to order by David Curtis at 1 p.m.

Members Present: Mark Brooking, Holly Caruso, Ray Causey, Glenice Coombs, David Curtis, Shelle Flowers, Mann Haines, John Jacobus, Lisa Miles, Martha Pittaway, Francine Reynolds, Andy Gurka, LaQuashia Pegeas, Adrienne Piazza, Chrissy Poindexter, Amy St. John, Joe Testani, Michael Torquato, Paul Witten

Members Absent: Cheryl Burns, Katybeth Lee and Karen Turner

David Curtis began the meeting with a warm welcome to new members Ray Causey, Joe Testani and Paul Witten. Each Council member then introduced themselves to the new members. David then reminded council members that executive board nominations are due to him by Feb 24th.

I. Web Submissions-Holly Caruso

See attached.

II. Committee Updates

Staff Involvement Committee- Adrienne Piazza

The Elder Care, Parenting and UR Involved groups have been successful. There are speakers lined up for the different groups over the next 6 months. You can find topics and meetings on the USAC website. Drinks and cookies will be supplied at different speaker functions. USAC involvement group information will be sent to Aubrey Pettaway in Human Resources so it is available at orientation for new staff.

Communication Committee- Andy Gurka

The committee felt the USAC website is difficult to find your way around so they will be doing some behind the scenes cleaning. They would like a more dynamic site. There will be a new landing page so things will look different and staff featured stories included. Navigation will change so you know what to click on. The updated by-laws will be included along with a “contact us” section. Lastly the committee would like to develop better language and get everyone to understand different processes and what USAC is all about. The goal is to have everything rolled out by summer.

Elections Committee- Lisa Miles

The Election Committee is excited to report they will have new software up and running for this year’s election. Nominations will begin the end of March and elections toward the end of April. Lisa read Article 4 Membership: No elected member shall serve consecutive terms. She
informed council that someone could run again if they were appointed and not elected and therefore felt nothing needed to be changed to the current procedures and the person would just need to run again.

III. Future Advocacy Training-David Curtis

David asked members if they felt like they were fulfilling their roles and if they had the skills and tools to advocate. He then asked if it would be helpful to have advocacy training. A council member stated it would be good training to help people relay information to their constituents. Another member felt the training could help associates when others come to them with issues. Carl Sorensen made a suggestion for USAC to touch base with Aubrey in HR because he prepares a great training session on crucial conversations. David asked for feedback from council and said he would try to schedule training for the June meeting.

IV. HR update-Retirement Plan

Laura reported there will be a change to fund choices with retirement plans. Last year an Investment Committee was formed and they meet on a quarterly basis. An investment consultant was hired and there was a comprehensive review of different investments. There are a lot of new rules with 403 B and they felt when you give too many options people don’t understand. The fund options have been consolidated from 63 to 30 effective June 1st. Everyone will receive a letter mailed to their home towards the end of February providing detailed information. There will be 3 informative sessions on March 19th, 27th and 30th.

Next meeting: March 13th

Respectfully submitted,

Shelle Flowers, Recording Secretary
1. Please ask USAC to endorse shingles vaccination coverage from our insurance provider. Our current Express Scripts plan does not cover the vaccination and the out-of-pocket expense exceeds $200. Shingles is a very painful virus and commonly attacks individuals over 50 years of age.

In instances like this an employee needs to contact Human Resources directly for several reasons. First, to ensure the employee is receiving the correct information from doctors and pharmacies. It also gives HR statistics on services the University may not provide for whatever reason, which they may be able to use in future negotiations.

Don’t forget that the University has a Health Advocate Program which gives individualized help to any employee (and other family members such as parents). The Health Advocate might be able to assist in instances like above to help navigate the system and find a better solution than the employee can find on their own. Council members stated several cases where the Health Advocate was able to help employees in getting or understanding their options for prescription drugs. Information about the Health Advocate Program is available on the Human Resources web site at [http://hr.richmond.edu/employees/benefits/employee-wellness.html](http://hr.richmond.edu/employees/benefits/employee-wellness.html) and the direct link to their web site is [https://members.healthadvocate.com/](https://members.healthadvocate.com/).

The University’s current prescription drug plan with Express Scripts is a package deal. In order to get the best price for the majority of the employees they offer a package. Unfortunately they are not able to pick and choose what will be covered in the package like an a-la-carte menu.

Carl suggested that the person contact Anna Denton to see if she can follow up with the insurance to verify this is not offered or help determine if there is another way to get the shot.

2. Offer SCS day camp for national holidays like MLK day when schools are closed OR close the University since UR and Randolph Macon are the only universities open.

After discussion the Council decided to pass this recommendation on the School of Professional and Continuing Studies to see if they could or would offer some type of activity for school age children through the tuition remission programs during holidays where the schools are closed but the University is open.

In addition, Lisa Miles, chair of the MLK Day committee, is working with her group to propose changes to MLK Day schedule to senior management. She will incorporate the benefit of having the day off for staff with school-age children as well.