The meeting was called to order by Tracy Cassalia at 1:03 pm.

Members present: Katie Bell, Chantelle Bernard, Mickie Campos, Tracy Cassalia, Carrie Caumont, Bill Chappell, Michele Cox, Molly Field, Debbie Hardy, Melody Kimball, Lindsey Love, Roger Mancastroppa, Keith Mitchell, Robert Plymale, Lynn Robertson, Sadie Simmons, Ebony Smith, Carl Sorenson, Marti Tomlin, Anna Kay Travis, Maya Vincelli, and Paul Witten.

Members absent: Melody Kimball, Adrienne Piazza, Jerry Robinson, Blake Widdowson.

**Benefits Update**

Laura Dietrick, Director of Compensation and Benefits, shared information about next year’s health insurance benefits

Next Tuesday open enrollment letters go out. Open enrollment will run from November 4-15. Benefits fairs in the Weinstein Center will be held on Nov. 7, 13, and 15.

Open enrollment will be done on bannerweb as it was done last year.

Flu shots will also be offered during the benefits fair. A limited number will be offered for free on a first come, first served basis.

**Program – Communication Styles & Having Difficult Conversations**

Aubrey Pettaway, Learning and Development Specialist, offered training on how to handle difficult conversations and to be effective communicators. Members took a communications self-assessment to see what their current leadership style is and then learned more about other styles and how to best communicate with others effectively.

Because of the length of this training all other USAC business, including web submissions, will be discussed at the November meeting.

Meeting adjourned at 3:02 p.m.

Respectfully submitted,

Molly Field, USAC Secretary