University Staff Advisory Council Meeting Minutes

Date: September 11th, 2007
Meet Time: 8:30a.m. ñ 10:00a.m.
Meeting Location: Rand Function Room, Sarratt

Attendees: Becky Atack, Brad Awalt, Diane Banks, Laura Barnett, John Brassil, Beth Clark, Mary Clissold, Michael Crow, Sue Davis, Mary Ann Dean, Marcia Dillard, Sheri DiGiovanna, Michele Dixon, Sandie Frantz, Sterling Frierson, Sharone Hall, Nancy Hanna, Shirley Hiltz, Nancy Holocroft, Jason Hunt, Faye Johnson, Brandy Kahlig, Kristin Koval, Bonnie Kress, Kelli McQuiston, Ginny McLean-Swartsell Brenda McKee, Shelley Meadows, Craig Nance, JoAnn Patterson, Kit Potter, Don Pruitt, Kathy Rhodes, Robert Rich, Andy Richter, Karen Seezen, April Scott, Lynn Smith, Brian Smokler, Roger Stearns, Dan Steward, Molly Thompson, Carlos Trenary, Mary Clark Webb, Jim Webb, Melissa Wocher, Lolita White, Amy Williams, Cliff Wilson
Regrets: Jean Alley, Allison Bush, Ken Carter, Kevin Colon, Karen Daniel, Daniel Dubois, Jeffery Duly, Courtney Evans, Sara Fincher, Debbie Frizzell, Kate Gilbreath, Robin Guest, Carol Guth, Antoinette Hicks, Rosalind Johnson, Sue King, Ginger Leger, Julie Martin, Joyce Matthews, Mary Kay Matthys, Cheryl McClure, Jackie, McMath, John Nesbitt, Don Pickert, Linda, Rebenstorf, Sandra Robinson, Mike Smeltzer, Carol Soren, Dennis Spann, Kay Tyler, Susan Widmer, Jeff Youngblood
Visitors: Cliff Joyner, Ginny Featherston, Jane Bruce

President Cliff Wilson called meeting to order.

Moment of silence for Mary Lou Edgar
Cliff asked for input on an idea to do something in honor of Mary Lou

Cliff Wilson asked for approval of the August minutes, second, the minutes were approved.

Rep asked that the distribution list be updated, she was not receiving the minutes e-mails

Welcome for guests Cliff Joyner and Jane Bruce

Committee Chairs stood to update the newest committee members and asked for additional volunteers if anyone was interested. Andy Richter encouraged feedback and participation, Diane Banks read out loud bylaw changes and stated they would be discussed next meeting, Shelley Meadows from Staff Life encouraged feedback from Council to be e-mailed to her, Faye Johnson from the Events committee asked for a brief meeting of the committee following the meeting, Ginny McLean-Swartsell and John Brassil spoke about managing group lists and talked about a helpful hints sheet on how to get info to your constituents. More information about each committee can be found on the USAC website at
HYPERLINK "http://www.vanderbilt.edu/usac/committees.html"
http://www.vanderbilt.edu/usac/committees.html

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No new business

Introduction of Brad Awalt from Health Plus: Go For the Gold
Steps are 1. Health Risk Assessment, 2. Wellness Action Log, 3. Game Plan Video
The video is great and includes staff memberís testimonies with personal goals and experiences. Help sessions are available and Health Plus will be at the benefits fair on October 15th at the Student Life Center. Encouraged staff to sign up their spouse or domestic partner to receive an additional $10 per month.

Ginny Featherston- Tail Gate event
Ginny Featherston talked about Tailgate 2007 that will be held on September 29th at the Natchez Playing Field for the Eastern Michigan game. Time is 3-5pm and volunteers are needed. Contact Ginny (6-8438) or Midori Lockett (2-4493) by e-mail or phone for volunteer opportunities. Handed out flyers to post at each reps work area

JoAnn Patterson- Employee Celebration
Talked about David Williamís Football 101, fun and informative. For more information on all employee celebration events go to
HYPERLINK "http://www.vanderbilt.edu/employeecelebration"
www.vanderbilt.edu/employeecelebration
Benefitsî
Jane Bruce, Director, HR Benefits Administration

HR is proud to announce that benefits can now be updated or changed via a user friendly on-line form; all you will need is your VUnet ID and Password. Open enrollment will be Oct1-17 this year and the benefits will take effect on January 1, 2008. Blue Cross will offer 3 different options and the dental is still with Cigna. PSA will continue as will the short term disability and Accidental death and dismemberment. She stressed, do not wait until the last minute!! Enrollment labs will be available for assistance or you can just go to the HR website home page and click open enrollment. Ginny McLean-Swartsell helped Jane proceeded to walk through the online form step by step. The deadline for paper submissions is 5pm of October 17th, if you do the online version you have until 11:59pm of the 17th. The link to the benefits enrollment form is:
HYPERLINK "https://hr.vanderbilt.edu/secure/OE2007/demos.htm"
https://hr.vanderbilt.edu/secure/OE2007/demos.htm
Q. Can we also update our 401K and retirement info online?
A. Eventually yes but not at this point, note the retirement vendors will be at the benefits fair on 10-15

Q. Are the benefit rates changing?
A. Yes there is an increase of 7.8-8% but we were able to keep the 79/21 split

Q. Can you make changes to the online form?
A. Yes you can make any changes, but the last date change will be kept

Q. What about if you have a PSA?
A. If you have a PSA you have to reconfirm your coverage even if you are not making any changes

Q. Is there tech support for after hours?
A. No

Q. Can I change my elections online?
A. You will need to have your profile reactivated in order to make additional changes online

Q. With Aetna being unfamiliar with Vandy how has the year gone?
A. Amazingly free of major issues, occasional small issues but no complaints

Q. Is there an increase for the Caremark pharmacy benefit?
A. No, same as last year

Other benefit information to be aware of:
Active Health disease management program
Dental Plans stay the same
Vision plans and rates stay the same
Same cost for Short term disability

Q. How do I check my PSA balance?
A. wageworks site,
HYPERLINK "http://www.wageworks.com"
www.wageworks.com
Q. How long do I keep my receipts for PSA
A. For IRS 3-4 years or longer to be safe

Q. FRA?
A. If you have it you will keep it

Q. Benefits Fair?
A. 7am-7pm on Monday October 15th, bring your ID for door prizes, lots of vendors. At Student life center

Q. If you are not changing anything do you need to re enroll?
A. Only if you have a PSA, if not, no you do not have to do anything

Q. Does PSA cover Dental?
A. Yes, Medical, dental and vision

Q. Where do paper enrollment forms go?
A. Turn in at Benefits fair or in person to 2525 West End, DO NOT MAIL!

Q. Are all the medical plans the same as last year?
A. Yes

Cliff Wilson adjourned the meeting.

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