Date: September 9, 2008
Time: 8:00
Place: The Commons, Multi-Purpose Room 237


Regrets: Stan Amos, Bill Bailey, Alison Bush, Matthew Clement, Mary Clissold, Mindy Craven, Chris Cribbs, Graeme Dennis, Marcia Dillard, Felicia Dotson, Claudia Edwards, Joe Fisher, Robin Guest, Nancy Jackson, Brandy Kahlig, Christina Lockhart, Julie Martin, Camilla Meek, Sandra Robinson, Karen Seezen, Mike Smeltzer, Todd Suttles, Phillip Tucker, Bryon Walker, Sue Widmer, Michelle Wyatt

Guests: Lauren Brisky, Jane Bruce, Cliff Joyner, Melissa Wolcher,

Visitors: Amy Williams and Midori Lockett

I. Call to Order

President Jason Hunt called the meeting to order and welcomed all the new members to our first USAC meeting.

II. Approval of the Minutes from the August 12, 2008 USAC Meeting

A motion to approve is called, seconded and unanimously approved.
III. Committee Reports

Membership:
Chair, Andy Richter announced that there is nothing to report.

Communication:
Chair, Kristin Koval reported that they are in the process of working on auto populating the list and John Brassil will be giving training on updating the list. After the training an e-mail will be sent out to recruit a list manager (updating the list) and a communication manager (communicating to the group / department) for the groups.

Staff Life:
Co-Chair, Karen Daniel reported Staff Life has been having a great turnout and have been discussing / brainstorming issues. E-mail any suggestions to Karen Daniel or Daniel Dubois. The committee is talking about ways that the staff around campus can send in suggestions.

Rules and Administration:
Chair, Dan Steward informed the council that the committee is trying to finalize the language for the two proposed amendments to the by-laws, the treasurer position and vacancies when group members resign or leave the university. Our goal is to have it ready by the end of this month. We are also looking at annual USAC awards, actually three of them. That is going to be brought to the council. Provisions are being made to Article II Section 5 of the by-laws to finalize the language for the two proposed amendments to the by-laws.

Event Coordination:
Chair, Faye Johnson announced that the cup handout at the kickoff was successful. We got a lot of positive reinforcement. The next big event is the bake sale.

Closing of Committee Report: President, Jason Hunt announced that committee reports are complete and now we are moving on to new business.

IV. New Business

President Jason Hunt, informed the council that on the tables there are flyers. The first is from Hands on Nashville which is inviting people to a “Do Goodwill” session at Vanderbilt. These sessions are a way to learn about the non-profits in our community. If you attend one and feel it would be beneficial to the council, please contact me, Daniel Dubois or Karen Daniel from Staff Life because we are trying to foster community outreach and make Vanderbilt a better place. The second flyer is information about Nashville Emergency Preparedness month. Take it back to your constituents.

Kickoff went off without a hitch thanks to all of the volunteers. I would like to particularly thank Faye Johnson and Kristin Koval for all of their help in organizing our
presence there. (Applause) The Medical Center Advisory Council was also at Kickoff
and is very interested in working with us and creating a partnership. In the upcoming
months I will be meeting with the officers. Hopefully we will have more interactions
between the council because it will benefit the university as a whole.

Kit Potter, OGSM representative, announced to the council that the MTA representative
advised that people go to the web-site and put their requests on. A consultant is going to
come and do a study on the routes and restructuring MTA – including parking, rides.
They are going to look at what is on the web-site and look at the requests.
Customer.Comments@nashville.gov

V. Features

Feature I: Employee Tailgate - Midori Locket

Midori Lockett thanked everyone for volunteering and requests more volunteers to work
in the food area. Contact her or Seretha Nobbin.

Feature II: Occupational Health - Flu Shots – Vicki Cage – RN.

Vicki reminded the council that the flu season is fast approaching. Everybody needs to
be prepared. Yes, I am a nurse and yes, I firmly believe in the flu shot.
- Fever, headaches, extreme fatigue, dry cough, sore throat, runny or stuffy nose
and muscle aches are the traditional symptoms most people exhibit.
  - You can have the flu virus and not have the symptoms.
- How is the flu spread?
  - It is spread by tiny droplets that travel short distances when people
cough or sneeze when they have the flu. It can also be spread by
touching surfaces where tiny droplets are and you touch your nose or
mouth.
  - Number one prevention is hand washing.
Vanderbilt has been giving the flu vaccine for about 25 yrs. It is offered to all faculty,
staff and volunteers free of charge. It is an ever evolving process. I would like to read a
few flu myths and educate you and dispel some of the myths.

- Myth 1 – The flu isn’t a serious disease.
  - The flu is a serious disease of the nose, throat and lungs and can lead
to pneumonia. Each year about 200,000 people in the US are
hospitalized and about 36,000 people die because of the flu. Most are
65yrs of age or older and some are children.
- Myth 2 – The flu shot can cause the flu.
  - The flu shot cannot cause the flu.
    - Some people get soreness or redness where you get the shot but
    it goes away in a day or two.
    - Serious problems are very rare.
- Myth 3 – The flu shot does not work.
Most of the time it will prevent the flu. It is 70 to 90%.

- **Myth 4 – The side effects are worse than the flu.**
  - The injectable virus is not a live virus
    - The worst side effect is a sore arm.
  - The nasal flu mist is a live virus
    - Risk of a severe allergic reaction is less than 1 in 4 million.

- **Myth 5 – Only old people need a flu vaccine.**
  - Adults and children with conditions like asthma, diabetes, heart disease, kidney disease all need the flu shot.
  - All heath care workers should get the flu shot each year.

- **Myth 6 – You can only get the flu vaccine before December.**
  - We encourage you to take it as early as possible because it does take up to two weeks to get the immunity once you get the vaccine.
  - We do give the flu shot on into December and even after.

Last year we gave 11,047 flu shots. This year our goal is to give 17,000. We try to make it extremely convenient. We are offering three new flu tents.

- **October 22nd and 23rd from 9am to 4pm – Buttrick Terrace**
  - Designated for University Employees

- **October 23 and 24th from 9am to 4pm - Commons West Plaza**

- **Weeks of September 29th and October 6th from 7am to 6pm - Plaza Campus next to Eskind**

Last year 35.9% of the University faculty and staff, 59.4% of VUH and 57.2% of VCH took the flu shot. We are over the half way mark and we want to go beyond that. The clinic will be giving the flu shot starting the 13th of October.

Go to [www.ochealth.vanderbilt.edu](http://www.ochealth.vanderbilt.edu) or [www.vanderbilt.edu/HRS/wellness/ochealth](http://www.vanderbilt.edu/HRS/wellness/ochealth) for more questions and answers.

**Feature III: USAC List Serve Maintenance – John Brassil**

John educates the council on running a majordomo list. He shows the council how to add and delete names from the lists which are located at [https://list.vanderbilt.edu/](https://list.vanderbilt.edu/)

The list by default comes up so you can browse the list that you belong to. What you need to do is to hit the modify button which will take you to a page for the list name and password. Your department’s list name will be usac-(what ever group number you are). The password will be the same as the list name. Leave list subscriber selected.

<table>
<thead>
<tr>
<th>List Name</th>
<th>usac-1</th>
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<tbody>
<tr>
<td>Admin Password</td>
<td>*****</td>
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Modify What? List Subscriber

Someone within your group is needed to take up the list owner function and someone else can be the group communicator. The list owner function is important because this person will actively add to the list and receive bounce notifications. If someone leaves the university and is still on the list you will receive a bounce and you will have to go in and remove that person. If you get a new hire, you would need to enter that person into your list. The group communicator distributes the USAC minutes and information to the people in your department. The list owner and group communicator can be the same person.

At the top it tells you when the last update was. In the box there is list of e-mail addresses that you can scroll through. A good recommendation would be to copy and paste this into a word document so you can update your list and also have a back up.

Q. Talk to me about the HR auto populates.
A. At least once a year – the back end program to create the list and the lists were recently populated. There really is no need to auto populate now because each group’s list owner will keep them current.

Making changes to the list:
• Remove a name
  o Highlight the name
  o Hit backspace key
  o Hit apply
  o An e-mail notification will go to the list owner
  o To refresh you will have to go out and come back in
• Add a name
  o Use the reverse process
  o Do not worry about finding the alphabetical spot just open a space and enter the name
  o Hit apply
  o An e-mail notification will be sent to the list owner

Q. Password – how will we know what that is?
A. The password is the name of the list unless changed. If changed contact Kristin or someone on the communications committee.

Q. What happens when the new list server we are supposed to get comes out?
A. If that happens we can forget about all of this in a few months. I don’t know how long that will be but Kate does so.
Kate: In about a month or two we will have a new training – the interface won’t be difficult but it will be different. We will come in and show everyone how to do it. It will work very much the same way.

Q. Will this also be for the Library lists? / We have to auto populate our own?
A. The library lists are not USAC lists. Yes, there will be many details.

The main thing to remember is that this is easy and we need one person from each group to do it. There will be an e-mail coming out from the Communications Committee.

Jason reiterates, to please sign up when Kristin solicits this because currently he is receiving all the bounces. I apologize for the welcome e-mail message that was recently sent it was an error.

Jane Bruce is about to talk about the benefit changes for 2009. Please keep questions general – not specific to your case. If you have specific questions, address those after the meeting.

Feature IV: Benefits Changes for 2009 - Jane Bruce – Director, HR Benefits Administration

Open enrollment is October 1st through the 15th. The same benefits that we’ve had in the past that are up for changes are health care plan options, dental coverage, vision, short term disability, personal spending accounts and accidental death and dismemberment.

Jane Bruce’s detailed presentation can be viewed by going to: https://hr.vanderbilt.edu/secure/OE2008/demos.htm. Scroll down to “Choosing the Health Plan that Fits Your Needs” Breakout session from the Benefits Fair. Click on either the Window Media or Real to see the presentation and hear Jane Bruce explain all the changes for 2009. A PowerPoint presentation is also available for read only but you will have to log in and the click on read only and PDF version is also available. A cost estimator is also provided to help you figure out what plan would work best for you. Access it at: http://sitemason.vanderbilt.edu/newspub/dALWbC?id=41327.

Important – There will be a change to our PSA provider please view slide 15 for the actual details and what to do to prevent delays in any reimbursements. “Do not send in claims after November” listen to the presentation to find out why. FYI: The new provider will also ask for proof of documentation for purchases. So keep your receipts. The new cards will be sent out toward the middle or end of December to your home address. Update your home address on C2HR.

Q. With Vanderbilt pharmacy will Pay Flex be asking for the same copies?
A. When Vanderbilt pharmacy becomes certified this will not happen, but until then yes you will. IIAS merchants have the system in place and track the information. At this time Vanderbilt pharmacy does not have it.

Q. Is there a list of these vendors available?
A. Pay Flex has a vendor list on their website.
Starting January 1, 2009 if the merchant is not IIAS certified you cannot use the card there. The transaction will be denied. Walgreens, CVS and those types are certified by small Mom and Pop pharmacies may not be.

When you make a decision October 1st through the 15th, that decision will go into effect January 1 2009. Keep in mind is that last year we went on-line and 92% of us did our open enrollment on line and we are doing it again. October 15th at 11:59 will be the deadline; the system will go down.

If you do not want to enroll on line the paper form will be available. Print one off the web site or go into the benefits office at 2525 West End. The form will be blank – it will not show you what your current selections are. If you fill out one of those forms the office will be open until 5pm on October 15th, which will be the deadline for the paper form.

To go online you will need your vu net id and password. We encourage everyone to use the online enrollment. There will be labs out there and different opportunities to help people get on-line. The Final Enrollment Lab is:

<table>
<thead>
<tr>
<th>Date</th>
<th>Building</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>October 15</td>
<td>Oxford House, Room 407</td>
<td>7:30–noon</td>
</tr>
<tr>
<td></td>
<td>2525 West End Avenue, Room 531A</td>
<td>8 a.m.–5 p.m.</td>
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</tbody>
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Q. The Vanderbilt pharmacy and payroll deductions.
A. Too many issues and a large expense that does not justify it.

Q. How do you coordinate what you do with your spouse’s open enrollment?
A. When your spouse has an open enrollment go to the website and print a family status change form and turn it in within 30 days.

Q. What if the enrollment form gets lost in the mail or campus mail?
A. We cannot be responsible for enrollment forms being lost in the mail. Hands deliver the form. You must come to 2525 to drop it off. There will no longer be drop boxes. The preferred method is on-line registration.

Blue Cross has a survey questionnaire on an annual basis to make sure that you do not have other coverage that may be primary or a dependent is still eligible. If you do not respond to that they will stop your coverage until you respond.

VI. Closing Statement / Dismissal

Jason informs the council that if you still have benefits questions, please send them to the benefits e-mail address and if there is nothing else, we are dismissed.