

STAFF SENATE Minutes  
Randolph Hall, Room 117A, Thursday, May 17, 2012  
12:00 noon – 1:00 P.M.

**Attending:** Bonnie Alberts, Judy Alford, Susan Archer, Dan Cook, Lori Greiner, Karen Hall, Robena Hughes, Shelly Key, Becky Lilly, Steve Myers, Karen Nicholson, Angie Robinson, Robert Sebek, Judy Taylor, Sue Teel, Leslie Thornton-O'Brien, Nick Vaught, Ken Wieringo, Beverly Williams, and Jon Wooge.

**Excused:** Aaron Akers, Velva Groover, Jennifer Hanratty, Maxine Lyons, Wyatt Sasser, and Becky Saylor.

**Guests:** via telecom with Room 401 at the Northern Virginia Center in the National Capital Region: Jessica Loving, Assistant to the Executive Director of the Pamplin College of Business, Executive MBA Program; Lise Visser, Graduate School Staff Association; and Sharon White, Administrative Assistant, Pamplin College of Business, MBA Program

**Opening:** Vice President Sue Teel called the meeting to order. The telecom link to the Northern Virginia Center was already set up to include their representatives. The Agenda was adopted without change, and the April Minutes were approved electronically.

**Announcements:**

President Maxine Lyons was excused from the Staff Senate meeting as she was attending the Board of Visitors meeting.

Robert Sebek, representing the Communications Committee, gave a short update on the Staff Senate web site, and requested more picture. Sue Teel reminded committee chairs and commission representatives that the June meeting will consist of reports and updates on what has been accomplished the past year and outline any pending issues that may or may not be carried over into the next academic year.

There was no report from the Policies and Issues Committee in the absence of Delbert Jones. Jon Wooge reported that the elections are over.

Leslie Thornton-O'Brien gave a follow-up report on the James D. McComas Staff Leadership Seminar reporting attendance of 117 and 13 cancellations. Total expenses came in at \$300 under budget. When asked about a comparison of costs between The Inn at Virginia Tech and the Holiday Inn, Leslie responded that the Inn quoted a price of \$55 per person, whereas the Holiday Inn only charged \$22 per person.

**Program:** Director of Benefits Angela King sent in her stead Insurance Coordinator Becky Lilly to review the options available during the Open Enrollment period and to answer questions about benefits or changes in our benefit package. Becky brought a variety of handouts to help clarify the specifics of changes and options she discussed. She is our link with Department of Human Resource Management in Richmond.

The major focus of the discussion was on how to enroll in a Medical Flexible Reimbursement Account (MFRA) to pay for the out-of-pocket medical, dental, and vision care expenses not covered by the employee's health benefits plan. She recommended that we all use our member ID number from our health benefit card to set up a personal account through Employee Direct so that we can track our MFRA spending through the plan year and make appropriate changes to our personal information related to benefits. The link for Employee Direct is [www.DHRM.virginia.gov](http://www.DHRM.virginia.gov). Medical FRA funds are available in one lump sum at the beginning of the plan year. Dependent Care FRA funds are only available as they are deducted from each paycheck. Account holders will receive debit cards that can be used to pay for these expenses. Annual deposits may range from \$10 per pay period to a maximum of \$104 per pay period (totaling no more than \$2,500 per year). MFRAs are set up to "use it or lose it", meaning that all contributions must be spent by June 30.

Ms. Lilly also highlighted the pros and cons of Out of Network Coverage, benefits that will now be covered that previously were not covered (such as autism spectrum testing and IV injected cancer chemotherapy), and the Condition Care provisions for individuals with chronic conditions such as asthma, COPD, and diabetes.

The presentation closed with a suggestion that we call 231-9331, the Human Resources help line, with questions as they are trained to answer many and follow through with the correct individual or department. She passed out business cards and reminded us that we can send insurance questions and concerns to her at [benefit8@vt.edu](mailto:benefit8@vt.edu). More detailed information about Virginia Tech benefits is located at [www.hr.vt.edu/benefits](http://www.hr.vt.edu/benefits). After the meeting was adjourned, she remained to answer individual questions and respond to concerns.

**Old Business:** None. **New Business:** None.

**Next Meeting:** The next meeting will be Thursday, June 21, at a location yet to be determined. The guest speaker will be announced at a later date.

Respectfully submitted,  
Susan L. Archer  
Senate Secretary