

**College of Arts & Letters
University of Notre Dame**

**Staff Administration Meeting Minutes
Thursday, October 28, 2004**

In Attendance: Carla May, LinDa Grams, Claire Shely, Paula Brach, Diane Pribbernow, Suzette Vandewalle, Kay Wheeler, Robin Hoepfner, Carmen Leichty, Judy Stewart, Rhonda Singleton, Kara Madewell, Margaret Cinninger, Myrtle Doaks, Joyce Zurawski, Lisa Yates, Kathy Cunneen, Rae Zavor, Kim Milewski, Nancy Bikowski, Kris Cantrell, Sherry Reichold, Coleen Hoover, Kevin Wangler, Tracy Cabello, Penny Miceli, Lauri Roberts, Angela Watson-Washington, Mary Foster, Jackie Wyatt, Debbie Kabzinski, Catherine Robertson, Lynn McCormack, Sylvia Phillips, Donna Shearer, Joan Rhoads, Beth Bland, Tori Davies, Kristin Anderson, Wendy Wolfe, Mathew Doppke, Dorothy Anderson, Ellen Victory, Lucie Marsden, Juli Tate, Jessica Monokroussos, Kim Baum, Linda Brady, and Mo Marnocha

Departments Not Represented: O'Shaughnessy Copy Center, DuBoise Center, Journal of Formal Logic, Irish Language and Literature, Maritain Center, and Review of Politics

Excused: Katie Schlotfeldt, Linda Lange, Tina Elkins, Cheryl Reed, Christina Ries, Beverly Holt, Kelly Folzenlogel, T. D. Ball, and Laurie Echterling

1. Welcome

- Mary Ellen acknowledged everyone wearing pink t-shirts for our breast cancer awareness fund raiser. She thanked everyone for participating and mentioned how our fund raising has grown.
- We have one new hire, Mike May who replaced Randy Journitz as a technical support person in the Lab for Social Research.
- Mary Ellen mentioned that there has been a change effective October 26th, 2004, regarding B-1 Visas. If a foreign visitor has a machine readable passport he/she will not need a Visa to enter the United States.

2. SAS - Diane Pribbernow said that the Fall Break tour of the Basilica followed by coffee at Starbucks was a success. Diane mentioned that there will be more campus tours next semester. Diane noted that 18 people participated in the "Best Practices" workshop over Fall Break. Coleen will distribute the notes from the workshop later. SAS is planning on having a monthly "lunch bunch" where office procedures will be discussed. At our next staff meeting a representative from Office Depot will demonstrate office organizational products. Diane mentioned that there are still two openings on the SAS Committee.

3. Benefits Open Enrollment - Violet Blum and Christine Atkins from Human Resources spoke regarding our benefits. Violet said that Open Enrollment is the one time of the year that you can make changes with your benefits. She noted the changes for the benefit plan for 2005.

Regarding the NAA PPO Plan, an annual physical is now covered for ages 7 to 39. Violet mentioned that the claims for the NAA PPO Plan and Advantage Health (HMO) were very high for the year 2003 and 2004 and that when the claims go up the cost goes up. The new co-pay for Advantage Health Plan is now the same as the North American Health Plan. The two differences are the hospitals; Advantage is affiliated with St. Joe Hospital and North American Health Plan is

affiliated with Memorial Hospital. The other difference is if you are enrolled in the Advantage Plan you have to elect a primary care physician and every time you need care you have to go to your primary care physician or get a referral to a specialist. Regarding North American Health Plan (HMO), you can see any of the providers within the network. Violet said that there are slight increases with North American (PPO) and Advantage Health (HMO) plans.

Violet said that our prescription drug is administered by MEDCO which is included in your medical premium and it is the same prescription benefit for all three medical plans. The change with our prescription drug plan is if you are taking long term prescription you will now have to switch to mail service after your first three refills at your local pharmacy. On your fourth refill, if you don't switch, you will have to pay double co-pay. Violet said that when you fill a long-term maintenance prescription you need to get a letter from MEDCO reminding you to make this change and an explanation of how to use the mail service. The reason for this change is an increase in prescription drugs. By making this change, it helped to keep down the medical premium. Another change is Notre Dame joined a prescription drug coalition with 8 other universities. By being part of this coalition, MEDCO gave a discount for the prescription drug benefits. Violet said to let Human Resources know if you need help getting your prescription mail service started.

There are no changes to the dental plans DeltaPremier (PPO) or Health Resources, Inc. (DMO) except that DeltaPremier had a slight increase. DeltaPremier is a two year election. You can switch from an individual to family plan within the two years but you cannot drop DeltaPremier within the two year period.

EyeMed vision plan did not change except for a slight increase. EyeMed is a two year premium but you are not locked in for two years. Violet mentioned that lenses and a vision exam is covered only once every 12 months and that you may obtain frames every 24 months.

Regarding Life and Dependent Life insurance there was a change in how you can obtain the coverage. To obtain this insurance you will have to fill out Evidence of Insurability (EOI) form and Minnesota Life will have to approve you for coverage. If you currently have this life insurance and you want additional insurance you can elect up to one time or \$100,000 of salary without an EOI. If you want more coverage you will have to fill out an EOI. The change for the dependent life is similar, there is no change in the benefit level but if you currently don't have dependent life insurance you will have to fill out an EOI.

Flexible Spending Accounts had no changes. If you are in one of the medical plans you are automatically reimbursed. Violet said that you may arrange to have your reimbursements automatically deposited to your savings or checking accounts.

Violet mentioned that regarding long term care you may enroll at any time and that representatives are scheduled to come to campus in the spring.

Liberty Mutual is a new benefit where you may obtain discounted auto and homeowners insurance coverage. In Indiana and Michigan the discount is 10% for auto, 5% for home, and if you insure both auto and home with Liberty Mutual the discount is an additional 10%. Liberty Mutual will be on campus to give quotes every Tuesday through the end of the year in room 200 Grace Hall. The local number is 273-0866.

Mary Ellen suggested that we look into supplemental retirement planning. Christie Scheidel is the person to contact in Human Resources who can give you advice on the different plans that are offered.

4. T&R Promotion/Renewals - Carmen Leichty reminded everyone that the deadline for Promotion packets for T&R faculty is December 1st. Carmen will accept them if you send them sooner. Carmen said that the checklist is online at ~aldean.

5. SPF Promotion/Renewals - Kristin Anderson said that they changed the SPF policies last year. Assistant SPF's are on a one year contract but every three they have to go through formal review. The checklist for this is online at ~aldean and it's similar to a form R packet but there are special requirements for SPF. If you're an associate SPF you are on a three year contract and if you're a full SPF you're on a five year contract. Every time this comes up you need a formal review. Kristin said to call her if you have any questions at 1-3756.

6. Breast Cancer Fund Raiser - Mo Marnocha said that this is our best year because we raised \$6,470.00 for the Cancer Society of St. Joseph County. A quilt made by LinDa Grams was raffled off and O'Shaughnessy's Copy Center made three theme baskets to raise money. Mo invited everyone wearing a pink shirt, or anyone who had contributed to our fund raiser, to pose for a picture in the Great Hall of O'Shaughnessy after the meeting. Mo also announced that door prizes will be given out at the end of the meeting and that the remaining M&M's can be sold for \$3.00 a bag. Mo said that Mary Heck from the Cancer Society of St. Joseph County, will be wonderfully surprised by our fund raising this year because we are their number one donor and that they depend on us. Mary Ellen added that they had a request this year to use the funds for prescription cost for women who needed the support in St. Joseph County. Mary Ellen said that she will submit this event for the Team Spirit Award for next summer and she hopes to see us all on stage receiving this award.

7. OIT - Portal Management - Larry LaTarte is a Portal manager for Interactive Services with OIT. He and his group are responsible for the new INSIDEND website. Larry said that INSIDEND will become a primary website that we will interact with when using our computers as a centralized University communication source. This website will take the place of some of the listservs and voice-mail announcements that we are currently receiving.

Larry demonstrated how to log in and showed us ways to personalize this website. He mentioned that you can check your e-mail, account balance, and send announcements through INSIDEND. When you log in, there is a quick reference guide under INSIDEND resources that has a couple of animated tutorials for adding a channel or a tab. Tabs can be created for other websites but the communication boxes cannot be altered. Larry pointed out that under the Notre Dame Logo, if you click on Content/Layout, it will take you to an edit mode. Here you may move the layout or add a specialized channels.

Students will be added to this Portal in January and they will be able to check their grades and register for their classes through INSIDEND starting this summer.

Larry said that you may access this website from a computer anywhere. Larry can make arrangements for Portal demonstrations to smaller groups if needed. If you have any questions, there is a feedback e-mail link on the home page, you may contact OIT's help desk at oithelp@nd.edu or call OIT at 1-8111. Handouts were distributed.

A drawing took place for the Breast Cancer Awareness Fund Raiser. There were many happy winners. Immediately following, a picture was taken in the Great Hall of O'Shaughnessy of our staff who participated in this fund raiser.

Meeting adjourned at 10:00 a.m.

Next meeting

Thursday, 12/16/04

9:00 a.m.

Room 119 O'Shaughnessy Hall

