

**Employee Benefits Committee Monthly Meeting**  
**February 10, 2021**  
**1:00 p.m.**  
**Zoom Videoconference**

**Attendees:** Marie Bliss, Sara Leftwich, Leisa Shelor, Brad Klein, Richard Shryock, Richard Ashley, Robert Weiss, Pamela Stell, Jennifer Earley, Brittany Guill May, Pat Donovan

**Absent:** LaTawnya Burleson (with notice)

**Guests:** Marsha McKay and Ann Cronley

**Opening:**

The regular meeting of the Employee Benefits Committee was called to order at 1:03 p.m. on February 10, 2021 by Pat Donovan in Chair LaTawnya Burleson's absence.

**Approval of Minutes**

The minutes of the previous meeting were unanimously approved electronically as distributed and can be publicly accessed on the Governance Information System on the Web (<http://www.governance.vt.edu>).

**Open Business**

Ann Cronley and Marsha McKay attended to continue their collaboration with the group in producing retirement information content. Ann shared a brief presentation giving an update on work that is being done to facilitate this initiative, and Marsha shared some information about the requirements and commitments necessary to develop such trainings, especially in relation to the time constraints for this committee's session.

Two video options that are viable for the amount of time this committee can contribute: an overview video or a video specifically tailored to employees age 65 and over. The overview video would be relevant to a larger audience, but the 65 and over video is a highly requested topic. Leisa offered that even after the committee's session ends, work on creating retirement content will continue. Additionally, she shared that analysis found that benefits pages are the most-visited pages in HR.

Pat Donovan shared some retirement information she and LaTawnya gathered from peer institution websites, including UVA, James Madison University, Perdue, and Columbia University. Pat will share this information with the group. The committee is encouraged to continue research and providing feedback.

**Adjournment:**

Meeting was adjourned at 1:40 p.m. by Pat Donovan. The next general meeting will be held at 1:00 p.m. on March 10, 2021 via Zoom.