



Meeting Minutes; Tuesday, February 10, 2015 McGugin Center, Team Room

Present

Boyce, Kim

Brady, Al

Brassil, John

Burnett, Karen

Carlson, Robin

Carney, Kathy

Choate, Corey

Clark, Maura

Crimi, Cathy

Darling, Shelley

Dixon, Michele

Ely, Courtney

Engstrom, Steven

Foutch, Leslie

Gilpin, Pamela

Hamilton, David

Harrell, Rachel

Henderson, Eugene

Jeter, Wynn

Johnson, Judy

Johnson, Faye

Jones, Eric

Kovash, Michelle

Latham, Vickie

Lester, Frank

McChesney, Bailey Garrett

Miller, Jean

Moore, Stacey

Murphy, Lori

Parkinson, Kyle

Pickert, Donald

Poynter, Lisa

Pring, Michael

Pulcini, Ally

Rager, Dottie

Ramos-Lewis, Andrea

Richter, Andy

Riddle, Dawn

Sanchez, Monica

Sauer, Matt

Schmittou, Lorna

Seezen, Karen

Shepherd, Justin

Smith, Susie

Soren, Carol

Sridaromont, Melissa

Stanard, Ray

Stokes, Kiley

Street, JJ

Teaford, Jeremy

Uson, Rae

Wall, Anne

Williams, Anthony

Wilson, Jonathan

Wocher, Melissa

Young, Deirdre

Did Not Attend

Ahler, Melissa
 Armstead, Ally
 Bailey, Christina
 Bonner, Stacey
 Brown, Kenneth
 Grimes, Jesse
 Hammock, Patrick
 Hammonds, Deborah
 King, Amanda
 Kissinger, Lauren
 Lassiter, Lynn
 Loudon, Jeff
 McKinney, Rhonda
 Morgan, Rachel
 Nightengale, Cynthia
 Nodini, Sylvia
 O'Hara, Mark
 Pepper, Ronnie
 Piatt, Beverly
 Reynolds, Dana
 Rose, Susan
 Siegel, Charlotte
 Smith, Jennifer
 Smith-Borne, Joell
 White, Lolita
 Williams, Tara

Sent Regrets

Boshers, Chris
 Boyd, Barbara
 Dean, Mary Ann
 Deike, Jan
 Dumas, Lydia
 Furlong, Kara
 Martindale, Allie
 Nelsen, Scott
 Rider, Jill
 Roberts, Janet
 Thomas, Anna
 Weisbrodt, Cathy
 Williams, Dustin
 Wilson, Cliff

Guest/Visitors:

Brooks, Bari (HR)
 Heaton, Ashley (Global Education Office)
 Hicks, Chris (HR)
 Lehman, Lara Beth (DAR, Past President)
 Lockett, Midori (HR)
 Napier, Alan (HR)
 Nordberg, Traci (HR)
 Rapisarda, Mark (A&S)
 Thomson, Jaclyn (HR)

8:32 am President, Michelle Kovash, called the meeting to order.

OLD & NEW BUSINESS ANNOUNCEMENTS

Motion to approve January meeting minutes approved.

COMMITTEE REPORTS

Membership, Michelle Kovash for Anna Thomas

- **Spring elections** are coming up in April for odd-numbered groups. Think about if you are interested in being re-elected and/or if you know someone who would want to run. Elections will finish in early May.
- Happy Birthday to those with February birthdays. We will be collecting birthdays from anyone we missed at the beginning of the year in the RSVP for next month's meeting.

Staff Life, Michelle Kovash for Al Brady and Andy Richter

- **All Gender Restroom Recommendation- update:** We sent an email to Traci Nordberg and Eric Kopstain letting them know this recommendation passed. They helped us get to the right people. This recommendation is being implemented now. Dean Mark Bandas is keeping us in the loop. Mark Petty is also talking to buildings about how to implement it. We are excited about this progress. Just a clarification of single-stall restrooms: we are talking about single, locking door restrooms.
- *Andy Richter:* Last March we put on an event to promote workplace civility with the **CARE** (Civility Appreciation and Respectful Environment) group, which consists of USAC, HR, MCSAC, and other groups. **Our next event will be Wednesday, March 25th at 12:00pm in Light Hall Room 208.** It will be able building trust in the workplace. So far, there are three speakers: Provost Susan Wentz, Executive Chief Nursing Officer Marilyn Dubree, and Lieutenant Colonel Kenric Smith (Army ROTC). Please come and support us and talk up this event.

Events, Michael Pring

- We have started the **Share the Love** food drive partnership with Second Harvest. We have locations throughout campus and the Medical Center, plus at 100 Oaks. The dates will be Feb. 9-27. If you see box getting full in your area, send an email to Michael.t.pring@vanderbilt.edu. The official poster will be coming, but please take handouts with you today. If you are unable to make it to one of those collection areas, email Michael and he will come pick up your donation. Thanks to Plants Ops for helping us with this as well.
- As a committee, we will start planning our LinkedIn event in March.
- We will need a couple volunteers on March 25th from noon-1pm for the CARE event.

Rules and Administration, JJ Street

Tuesday, Feb. 17th is the next R&A meeting to look at our By-laws and Operations Plan. Send JJ an email at jj.street@vanderbilt.edu if you have any suggested updates.

Rachel Harrell, VP: The **Member of the Month** award will recognize a committee chair this month. JJ Street has been wonderful all year long looking at by-law changes and informing us through many changes.

Communications: Nothing to report

STANDING COMMITTEES

- *Benefits:* Updates to the retirement plan proceeding smoothly. There are a lot of 1x1 counseling spots (several hundred available). They can also call in more people if needed.
- *Traffic and Parking:* There is free parking with a VU parking permit in the 25th Avenue parking garage if you are going to a sporting event.
- *Athletics:* Nothing to report.

GUEST: Alan Napier, HR

Alan introduced a new HR rep, Chris Hicks. Chris has joined us from Dollar General. He's held positions in hospitality, healthcare, etc. He is a native Nashvillian and army veteran. He is a graduate of the University of Tennessee. He will be the primary point of contact for many areas.

GUEST SPEAKER: Traci Nordberg, Associate Vice Chancellor and Chief HR Officer

- It's been a while since I've been here. This is an opportunity to talk about where we've been and what's on our radar going forward, especially with the VUMC/VU transition and the Job Architecture Initiative.
- In the fall we had our service awards. We then did the holiday giveaways. We gave away 11,000 turkeys and several thousand aprons. The Senior Leader Walk got moved inside to the track but it was a really neat event.
- There are heroes behind the scenes in HR; there are folks answering the phones, helping with open enrollment, etc.
 - The people who do recruiting for us help with strategy, postings, and screenings. We have hired over 600 employees since July 1, 2014. We have hired 2,000 people if you include the medical center.
 - Our orientation has been hopping, too; there are about 150 people in each session. These are happening at the former HealthPlus facility currently.
 - The retirement initiative has the benefits team working really hard, and the communications team is, too. We can make real-time adjustments because the talented folks in our group are right here.

Benefits

- We've worked on parental leave, FlexPTO, Short-term disability, infertility benefits (Aetna plan) and benefits for transgender employees going through transition as well.
 - Flex PTO: Simple, flexible. PTO was not meant to restrain. There are some great guides that the Communications team put together to review it.
- Retirement: We spent a lot of time with faculty and other groups to discuss. Lots of people who will have to make decisions, either to go with our lineup or to go off on their own into a brokerage account. The deadline to log in is April 1st, that's when the funds will be mapped. Fidelity is an administrator, not the investment company- they are not represented in our fund lineup. Even Fidelity customers will have to log in.
- Childcare: We are renovating a building to open 60 more slots in August. Diane Neighbors and her managers have done a lot of work on safety, security, curb appeal and their own professional development. One of their goals is to increase parent communication because parents want to be more involved. We will have notes from the day and conferences.

Systems

- Taleo (applicant tracking system), Benefits Express (open enrollment, hosted outside of Vanderbilt)
- Retirement: We will soon be completely electronic for new employees to make selections. This helps us be more efficient and provide better service.
- Enterprise Resource Planning: This will be on the horizon. PeopleSoft and finance systems are very old.

Compliance

- Background checks: Our focus on protecting minors led to background checks on all current and new employees.
- Meal breaks: You should be getting meal breaks. If you are an hourly employee and you are not, but you don't feel comfortable talking to your manager, you can call HR directly. It's a good thing to have a break, and it's the law.

Workforce Development

- This group in the past has brought up an interest in skill-building for managers. People were good in technical disciplines but didn't have training in management.
- *DOA Leadership Program*- 25 people participate; these are managers, directors and leaders who have been nominated to go through this program to build skills in things like conflict management, problem-solving, employee morale, and change management.
- *IT Leadership Program*- About 25 people participate in this one; it sets expectations, builds skills.
- Manager training modules are offered out of HR in Pam Brown's area.
- Dept Heads have quarterly meetings with Traci to talk about what's going on across the university so they have good information. Written materials go out to leaders also prior to sending out information to employees.
- *Vanderbilt Leadership Academy*
 - The Leadership Academy is co-hosted by the Chancellor and Traci.
 - The Chancellor felt like he didn't have enough preparation for his big roles. This helps people get prepared for taking on big projects and leadership positions inside and outside of Vanderbilt.
 - This happens once a year, with high-potential leaders such as direct reports to VCs and senior directors participating in it.
 - Medical Center and University leaders participate together. This builds a network. We want to continue this through the transition.

- *Job Architecture Initiative (JAI)*
 - Get job descriptions and structure in good shape so employees know how to move to other jobs.
 - We paused on this because of the transition announcement to avoid confusion as if they are related. This is back on.
 - Traci went to the Provost's Deans Council meeting in order to involve the deans. A lot of the administrative roles are in the schools and it is sensitive, so we want a process where we involve the deans and others.
 - We have completed 11,000 job descriptions in our clinical areas. We are in the process of rolling those out. IT is done. Admin is next and then we will move into specialized areas and management.

VU-VUMC Transition

- This is a process to create two separate (legally) entities with their own boards.
- We have engaged Boston Consulting Group (BCG) to help us think through the steps.
 - Traci sends in legal questions like what happens to those on FMLA when they transition? What about I-9s, will we need two accounts with Homeland Security? Making a list of these kinds of questions in departments that will have two functions.
- There will be two HR (and some other departments) functions: one serving each. What would the org chart look like? We have a responsibility for good talent and having good leaders. At this stage we are thinking about functions, not people.
- *Principles*: When we get to the piece about employees, we want to make sure we are being fair, consistent and transparent.
- *Timeline*: There is no exact date. There is an application underway to set up VUMC as a separate nonprofit. We are getting our house in order. Our dress rehearsal will begin July 1, 2015. This is an opportunity to test and adjust the working arrangement before actual separation.

Questions

Will there be job mobility between one organization to the other?

You would be applying to a position at another organization following the cut over (day we separate), there is no transfer.

What about the retirement plan?

We will make two. It is a lot of work but not that complicated: two contracts, two data feeds, etc. We will separate the benefits plan.

FlexPTO: In our division, people are perceiving different information about it. What employees and supervisors have the ability to make the choice about taking a holiday? Do I have the ability to take a different holiday with permission of the supervisor? Can I not take a flexPTO day on the traditional holiday day?

Specific questions should be addressed individually, but big picture: You can flex and make a request for time-off for holidays you need. However, if the office is closed, people can't come into work. If you are an hourly employee, we'd have to make the case for you to be here.

Follow-up: A lot of people perceive that the freedom of choice is limited with the building being closed.

It is flexible within the bounds of there being work and supervision. If you got paid holiday time for working a holiday, you should still get holiday pay if you are working.

Grandfathered sick time: Will there be any changes or a drop dead date to take it by?

There is nothing underway to adjust or change PTO or sick time. Right now we can't take on any new thoughts about benefits whatsoever.

On retirement, it's true that you have to change your current and future balances, right?

Yes, you can move your old money and also need to elect where new contributions will go. So, people will be actively choosing where new contributions will go along with transferring existing balances based on mapping, or there's an option to elect them to go to a brokerage account. March 9th is the brokerage account date. Employees are saying this initiative is a good opportunity to reset and think about retirement.

Traci: There are no plans for stopping rollover of PTO on the University side.

Are there plans to involve staff in the transition, such as those who pay faculty and graduate students? In the past, new systems were just rolled out and we had to figure it out. There aren't a lot of resources in the department. Are there plans for reaching out?

Every leader would welcome "how would we handle this?" questions, if you can bubble that up to leaders in divisions. There isn't a forum, but each division is invited to ask questions. There are people involved at all levels of the transition. This is the time to identify issues and fix them. Almost every topic has a swim lane, so people who do that work will join it.

Is there any thought that the University would close between Christmas and New Year's?

There are no plans for that right now.

A lot of staff have children near college age. Are there plans to change the tuition benefit?

We plan to keep all the benefits the same.

Displacement at the Medical Center and bumping jobs at the University happened in the past. How will this work with the transition?

The union situation is a contractual issue.

With the recent influx of people into Nashville and increases in the cost of living, how does VU plan to handle this in terms of salary and benefits?

Our ability to hire and turnover are things we look at. Our compensation team under Rick Ohmer regularly monitors job families against the market. There isn't really a single answer, we just keep on trends and make sure we are hiring and retaining people. We have a system where we match our data to market survey data.

We encourage you to come forward. We are here to support staff and managers.

Michelle: More submitted questions that she didn't have time to answer will go to Traci for her to answer at a later date.

GUEST SPEAKER: Dean Martin Rapisarda, Associate Dean of Arts and Science

You should have received a summer tuition benefit email. FYI, these benefits will not be changing given the split.

Dean Rapisarda was given the goal to increase enrollment in summer programs.

Tuition discount for dependent children of faculty and staff

- This benefits provides reimbursement for 50% of tuition paid over the summer without impact on the eight semesters limit students of staff would have for tuition benefit.
 - \$4,000 is the about regular cost of tuition over the summer.
- If they aren't a VU student, they would need to apply to the Division of Unclassified Studies. Students should be in good standing at accredited college. Then there is a form on our website which is an application for the tuition discount that you send to HR.
- May, June and July classes are acceptable.
- Helps students stay on track to complete their degree in a timely way.

Master of Liberal Arts and Science

- This program has been here since 1990s.
- Tuition benefit applies. Next tuition for one course in program is \$890 with the employee tuition rate.
- Graduate Liberal Studies program for adult learners in the community.
- Taught by VU professors (chaired, distinguished professors have taught). We've had professors from various schools, including the School of Medicine.
- Most classes are in the humanities (social sciences, film, literature, etc.), but there are a few courses in the natural sciences. There is an ethics track.
- You would be in a seminar-style classroom with intelligent, interesting, committed adults. We have VU staff, teachers, lawyers and others in the community in these courses.
- This summer the courses will be on Art and Politics in the Napoleonic Era and Found Sculpture (objects you'd find and make sculptures out of).

Questions

When are the courses and are there prerequisites for the MLAS?

Fall, spring and summer; students can enter on a rotating basis. The prerequisites are a bachelor's degree with "B-ish" GPA, letters of recommendation, and transcripts. Dean Martin Rapisarda interviews all applicants for the program. We are looking for people that will take this seriously.

If someone couldn't afford the \$2,000 tuition for the student to take summer courses, is there need-based financial aid?

If the student is a VU student on financial aid and required to take summer school, yes. Otherwise if you are not required, then no.

Are only undergraduate courses eligible for the summer program?

Yes, only on-campus undergraduate courses.

Can you talk about Saturday University?

Saturday University was an outgrowth of MLAS program. It is a lecture series on a particular topic. Last semester professors in history did lecture on characters who made history. It happens on Saturday morning, a two-hour lecture, in the Cohen Building at Peabody. This is easy parking and easily accessible. It is \$75 for poetry workshops coming up; we just break even in costs.

Our next meeting will be March 10th in the Student Life Center Board of Trust room. Our guest speaker will be Chancellor Nicholas Zeppos. If you have questions for the Chancellor, please go into the February RSVP and submit them in the next few days.

Meeting is adjourned at 10:02am.

For more information about the council, please visit the [USAC website](#).