



Meeting Minutes: Tuesday, October 14, 2014 Commons Multipurpose Room

Present

Ahler, Melissa
 Avila-Andino, Marlin
 Bailey, Christina
 Bonner, Stacey
 Boyce, Kim
 Boyd, Barbara
 Brady, Al
 Crimi, Cathy
 Darling, Shelley
 Dean, Mary Ann
 Dumas, Lydia
 Ely, Courtney
 Foutch, Leslie
 Furlong, Kara
 Gore, Blake
 Hammock, Patrick
 Harrell, Rachel
 Johnson, Judy
 Johnson, Faye
 Kennedy, Nickolette
 King, Amanda
 Kovash, Michelle
 Latham, Vickie
 Lester, Frank
 Loudon, Jeff
 Martindale, Allie
 Miller, Jean

Morgan, Rachel
 Nelsen, Scott
 O'Hara, Mark
 Pickert, Donald
 Poynter, Lisa
 Pulcini, Ally
 Rager, Dottie
 Riddle, Dawn
 Richter, Andy
 Rose, Susan
 Sanchez, Monica
 Seezen, Karen
 Smith, Jennifer
 Smith, Susie
 Smith-Borne, Joell
 Sridaromont, Melissa
 Stanard, Ray
 Stokes, Kiley
 Street, JJ
 Teaford, Jeremy
 Thomas, Anna
 White, Lolita
 Williams, Anthony
 Woche, Melissa
 Young, Deirdre

Sent Regrets

Boshers, Chris
 Brassil, John
 Burnett, Karen
 Carney, Kathy
 Deike, Jan
 Grimes, Jesse
 Hamilton, David
 Harness, Glen
 Henderson, Eugene
 Inman, Brenda
 Jeter, Wynn
 Jones, Eric
 Nodini, Sylvia
 Piatt, Beverly
 Pring, Michael
 Rider, Jill
 Roberts, Janet
 Siegel, Charlotte
 Tromatore,
 Kimberly
 Williams, Tara
 Wilson, Cliff

Did Not Attend

Armstead, Ally
 Choate, Corey

Culpepper, Demoyne
 Engstrom, Steven
 Feyes, Katie
 Hammonds, Deborah
 Loveless, Stephen
 McMahon, Susan
 Murphy, Lori
 Nightengale, Cynthia
 Parkinson, Kyle
 Pepper, Ronnie
 Reynolds, Dana
 Sauer, Matt
 Schmittou, Lorna
 Soren, Carol
 Williams, Dustin
 Wilson, Jonathan

Guest/Visitors:

Brooks, Bari (HR)
 Grant, Deb (HR)
 Jenious, Anita
 Kopstain, Eric
 Lehman, Lara Beth (Past President)
 Lockett, Midori (HR)
 Napier, Alan (HR)
 Ohmer, Rick (HR)
 Petty, Mark

8:30 a.m. President, Michelle Kovash, welcomed all returning members and guests and called the meeting to order.

OLD & NEW BUSINESS ANNOUNCEMENTS

Motion to approve September meeting minutes approved.

The Chancellor's reception for USAC Members is October 30th. Please RSVP by October 21st. If you did not receive an email invitation, please let us know.

Our member of the month is not here this month but we will award them next month so they can be recognized. Thank you to all who took the Communications survey in the RSVP. It is still live if you have not yet taken it. If you do not have nametag, please let us know and we can get you a new one.

COMMITTEE REPORTS*Rules and Administration, JJ Street*

- We have changes to our operations plan updates to share next month.
- We are also wrapping up changes to the bylaws and will present those next month as well.

Membership, Michelle Kovash in place of Anna Thomas and Jill Rider

- Edits for the website Membership Roster on the way in the next couple weeks.
- Off cycle elections are in process; will be completed by 10/24.
- Next committee meeting is this month.

Communications, Kara Furlong

- A quick REDCap survey was in the RSVP for this meeting. If you did not get a chance to take the survey yet, it will be open until October 31st at the following url: www.vu.edu/usacommsurvey
- Communications is working on a wrap up newsletter for the end of the semester.

Staff Life, Michelle Kovash in place of Al Brady and Andy Richter

- Nothing to report this month.
- The Staff Life committee should respond to the Doodle poll.

Events, Michelle Kovash in place of Michael Pring and Wynn Jeter

- The Employee Celebration tailgate was after our September meeting and it was greatly attended, but cold! We did tattoos again this year (over 250 tattoos distributed) and handed out 75-100 Kroger card flyers.
- **October 4** was the Heart Walk. Our USAC team, the Red Hot Chili Steppers, raised over \$700!
- **Nov. 1st from 1-4:00PM** will be another Second Harvest food sorting event. Please contact Wynn Jeter or Michael Pring to participate.
- Another USAC blood drive is coming up also.

STANDING COMMITTEES

Benefits: Nothing to report.

Traffic and Parking: Nothing to report.

Athletics: Met after last USAC meeting. David Williams talked a lot about NCAA regulations and gave out a manual. He also talked a lot about incoming qualifications for athletes. It was an interesting meeting, but no news to pass on.

GUEST SPEAKER: Anita Jenious, Director of Equal Opportunity, Affirmative Action, and Disability Services

Sexual misconduct is a hot topic particularly on college campuses right now. There have been changes to laws that govern in this area. Anita wants to talk about how this impacts staff and what staff obligations are at VU.

Title IX: Prohibits gender discrimination such as sexual misconduct, violence, abuse, etc.

Anita serves as Title IX coordinator.

Sexual assaults do happen; 1 in 5 women likely to experience sexual assault, but only 5% of these incidents are reported on campuses to someone who has authority.

Vanderbilt prohibits the following:

- Non-consensual sexual intercourse/contact
- Sexual harassment

- Stalking
- Sexual exploitation
- Other forms such as invasion of privacy of a sexual nature
- NEW: Other forms of power-based personal violence such as dating violence and domestic violence
- Retaliation

Any sexual activity without effective consent is sexual misconduct, not just the absence of a no!

If you are a responsible employee, you have the duty to report incidents of sexual misconduct or possible violations of this policy to the Title IX Coordinator.

You do not have the obligation to investigate.

Do not pre-judge, report all incidents/allegations.

Interim accommodations, educational programs, additional lighting in an area, and/or investigations might be examples of how the office can handle the incident.

How to respond to someone telling about an incident? Remain calm, use non-judgmental language, realize that people respond differently to trauma, offer campus resources (confidential ones and others)

You are not a confidential resource. EAP is a confidential resource for employees.

Who do I call?

- In person is injured, direct to Student Health, Vanderbilt ED or other medical providers.
- Give a list of resources.
- Inform of right to file with Title IX complaint with the EAD.
- Inform of right to report a crime to VUPD or metro.
- Follow up with EAD to share the info so that we can follow up.

Don't panic or judge. Share info only on need to know basis. Don't fail to report or ask others about the complaint.

There are usually warning signs of distress. When should you be concerned? Uncharacteristic changes in a person.

Other resources include Project SAFE. They will accompany victim to police, ER, etc.

Questions:

Where is your office? Office is located in the Baker Building, Suite 808.

Do we report to the level of dependents? It depends. For crimes against minors involving abuse or something criminal in nature, we have an obligation to report regardless of if it involves Vanderbilt. Anyone who has activity with Vanderbilt or on our campus, we are responsible for that. We might be limited in terms of what we can do from an investigative standpoint, but we still take responsibility for providing resources.

Do alleged perpetrators get accommodations? Yes.

If you go to the ER as a faculty/staff member for sexual assault, can you be treated at Vanderbilt? Yes.

What can we do in our daily lives? Bystander interventions are important. Mention resources to people. It's a matter of a culture change. We have to address these things with our young folk. There are behaviors that lead to this. Often alcohol is involved.

How can we not become a victim as staff or students? VUPD offers a program about self-defense. They are waiving the fee right now. Also the Green Dot program teaches good tips about intervening in situations where you think there might be some concern such as sexual misconduct and bullying.

What is the status of the federal investigation happening right now? The federal investigation is being handled by many offices includes Title IX; the investigation is ongoing.

RAs received a lot of training on how to identify and handle sexual misconduct. Title IX will come to your office to do a presentation. Usually they take about 20 minutes. The Title IX office phone number is 2-4705.

Michelle pointed out that bystander intervention overview speeches can be done in 20 min-60 min by the Green Dot committee.

GUEST SPEAKER: Rick Ohmer, Human Resources

What's included in open enrollment?

- Benefits can only be changed once a year unless you have a qualifying event.
- Medical, dental, vision insurance.
- Short-term disability: This year, people who waived short-term disability can sign up this coming year with no evidence of insurability. Pre-existing conditions, such as pregnancy, that happen in 2014 would not be covered in 2015.

Question: *When using short-term disability, is it necessary to use all PTO or just the two week waiting period?* Just the two weeks. You can also use grandfathered sick time.

- Plus, AD&D, HC flexible spending accounts, and dependent day care flexible spending accounts (reimbursement day care service expenses for your dependents). We can't bring forward your selections on these from last year.

What is not part of OE?

403b retirement. Life insurance. Long-term disability. Pet insurance. Auto and homeowner insurance. Coming up soon, there will be efficiencies regarding the retirement plan.

Key updates:

- No changes in vendors.
- Increases in premiums for medical, dental and vision.
For medical plans, Select is going up 3-4%, the others are going up by about 1%. The published rates are not including tobacco credits: rates going from \$74 to \$75 for those making less than \$50K/year. Tobacco credit makes this \$54/\$55.

Indicate whether your spouse or same-sex partner has access to insurance through another employer. You can enroll in buy-up short-term disability without submitting evidence of insurability. Select to apply Go for the Gold credits to fitness center or deductible.

Question: *Why do our health plans cost so much?*

Cost is driven based on us; we are on a self-insured health plan. Premiums factored based on program utilization. University covers about 75% of the cost. We benchmark against national numbers. We are relatively low compared to others.

Need help selecting the health plan that's best for you? Use the Ask Alex tool.

Need help enrolling?

- Enrollment labs to assist you across campus; you will need your VUNetID and password.
- Enrollment center at 2525 West End is open every day.
- Check OE website for most up-to-date schedule of events. hr.vanderbilt.edu/oe
- Employee Service Center: email: human.resources@vanderbilt.edu, phone: 3-7000

- Health and Benefits Fair
 - HR team members on hand to answer your questions.
 - Medical, dental and disability provider reps will be available.
 - Two locations:
 - Student Life Center: Monday, Oct. 20th 7:30am-1:30pm
 - One Hundred Oaks, Tuesday, Oct. 21st 2:00pm-6:00pm
- We will also be doing webinars for the first time so folks can ask questions. They will be recorded like a podcast.

Questions

What if an employee does not go through Open Enrollment? They keep medical, dental and vision plan options. The employee will be a smoker by default and the spouse surcharge will be applied. Flex spending account elections can't be carried forward.

When is the deadline to enroll? Deadline is October 31st.

What can you spend your leftover FSA on? FSA covers glasses, contacts, dental work, etc.

If you have a lot of grandfathered sick time and have buy-up short-term disability coverage, which do you use? You can just not file short-term disability claim if you want. It is up to you.

Have you heard anything about increasing FSA limits (currently \$2,500)? No.

Short-term disability filing is a time-consuming process. How much ahead of time should you file? There are so many forms, approvals, and letters. Process starts with calling the 800 number. They send info to HR. Hillary Shaw in the HR dept coordinates disability programs. If you have concerns/questions call her.

FlexPTO Questions

Why are holidays included in FlexPTO when we are required to take them? Holiday schedules vary by department. When business need makes working the holiday necessary, staff can just work instead of having to find a way to take holiday at another time. Intended to simplify the program.

Is the university going to follow medical center policy (no carry-over, etc.)? There are no plans to do that right now. We aren't working on that or talking about it.

Job Architecture Initiative Update

The JAI will take a fresh look at every job at VU and create a structure that allows us to leverage info.

Answers questions like what is this job? How does it relate to market (pricing our compensation)?

Why? Staff want to figure out how career progresses, how to understand what positions make sense to move into in a new area. Pay grades don't tell you enough.

Every job gets assigned to a job family, then a sub-family, career stream and career level.

There are **16 job families**. We are **working on four** (Administrative, IT, Nursing and Professional Services/Auxiliary) of them that represent 60% of our employees first.

- Goal is to get through this in the next two years.
- This is taking longer than necessary; attempting to balance priorities and get on leadership's agendas.

Career framework components include career development, performance management, compensation, workforce analysis, succession planning, selection

Why do we need this?

People investment allows us to achieve our mission. We want to grow our people and provide clarity about the skills they need to develop and how to build them. Provides a common language for how we talk about expected capabilities to reduce potential for confusion and disengagement.

Recap

- Job descriptions and titles need to follow work being redesigned in many areas
- Titles need to accurately reflect job levels
- Level and scope of jobs must be able to be compared to one another
- Ability to match market for compensation data
- Performance management

Vanderbilt Job Architecture career streams and levels

Subfamilies IDed

Career streams IDed (support/technical, professional, management, executive) and get levels.

Example: Level S4 support could move up by getting a P3 professional job.

Question: *When will project be done for management?* Management is part of the process. With VUIT, management is on hold.

JAI Career Framework Process

- Build framework (engage stakeholders, map jobs, create job descriptions) then implement framework (train leaders, share with staff, apply framework).
- We will calibrate jobs; could change job descriptions/titles.
- Socialization: will be training managers on how to communicate this to employees and provide resources.

Timeline

- Communicate with leaders at HR quarterly
- Conduct job reviews (as needed)
- Finalize job mapping and new job descriptions
- Overview and training for supervisors
- Supervisors communicate with employees mid-December (some administrative jobs requiring further work may be implemented in the spring)
- Lunch Performance Excellence (performance management system) to Medical Center on January 2015
 - University launch TBD

New performance excellence structure:

Goal setting > Mid-year conversation > Finalize evaluation and goal results > Merit increase

Question: *For VUIT employees transferred from VUMC to VU, how will evaluation be done?* Talk with manager. Process is not standard. Call Bari Brooks in HR for help.

Questions:

Why are some jobs characterized as support/technical instead of professional? Industry standards so we can align with external markets and group jobs into buckets. It is a best practice. Not supposed to reflect how you are performing your job.

Can a person's pay increase or decrease depending on how they are classified? Generally no. Eventually long-term, we will utilize the data. When bundling the jobs, some may be at different pay grades. Generally we won't decrease pay, but we will bring it up to the minimum if not there. We won't be doing exhaustive salary review.

Will jobs be eliminated or outsourced? Some were to Aramark recently. 35 positions were eliminated but people moved to other shifts. This is not part of the JIA. Mark Petty said that at this time, we have no further plans to outsource.

GUEST SPEAKER: Alan Napier, Human Resources

Alan was invited to discuss HR Service Delivery service teams and consultants.

Service delivery teams represent one point of contact on a service team; there is one consultant assigned to each area of the university.

Examples of issues they can help with include problems with supervisors, performance management issues, and reorganization.

Who are your consultants?

Alan is a Senior HR Consultant. Key customers are DAR, Provost, Engineering, etc.

Jaclyn Thomson: handles primarily dining services, VUPD, traffic and parking, etc.

Doug Hunter: all things finance

Bari Brooks: VUIT, A&S

...but you can call any of us.

If you don't know who your consultant is, go to the [Vanderbilt HR website](#), click service delivery teams. Enter your department number or name.

VANDERBILT UNIVERSITY VANDERBILT HOME

Human Resources

Jobs Benefits Tools & Forms Policies Performance & Pay Training Health & Wellness

Tune in to your benefits. Open Enrollment for 2015 benefits is October 15-31.

Open Enrollment for 2015 benefits

October 15-31

Vanderbilt is the largest private employer in Middle Tennessee and the second largest private employer based in the state. **Looking for a job?** See [Work at Vanderbilt »](#)

Working @VU

Quick Links

- Medical Center flexPTO (Flexible Paid Time Off) Program
- University Central flexPTO (Flexible Paid Time Off) Program
- ePAC Additional Pay
- Family Status Change
- Holiday Calendar
- New Employee Benefits
- FMLA
- Same-Sex Domestic Partner Benefits
- Employee Assistance Program

A-Z's

Most Requested Resources

- Employee Service Center
- [Service Delivery Teams](#)
- Discounts
- Jobs
- Tuition Benefit for my Child
- Transfer
- Attendance and Punctuality
- Hours of Work
- Medical Leave Request information

Next USAC meeting: November 11th in the Commons Multipurpose Room at 8:30am. Rick Ohmer will be here again to talk about retirement changes and Randy Tarkington will talk about work-life balance.

Meeting adjourned at 10:06pm.

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