Meeting Minutes: Tuesday, April 12, 2016
the Student Life Center, Board of Trust Room

Present
Behnam-Gilani, Ali
Bonner, Stacey
Boyce, Kim
Boyd, Barbara
Brady, Al
Brassil, John
Burnett, Karen
Carlson, Robin
Carney, Kathy
Choate, Corey
Christian, Briana
Darling, Shelley
Dixon, Michele
Donahue, Laurel
Foutch, Leslie
Heaton, Ashley
Jones, Eric
King, Amanda
Latham, Vickie
Lester, Frank
Loudon, Jeff
Mandeville, Jenny
Parkinson, Kyle
Payne, Philip
Pepper, Ronnie
Pickert, Donald
Pring, Michael
Robinson-Nichols, Janet
Rose, Susan
Ruiz, Carlos
Sanchez, Monica
Smith, Amy
Smith, Susie
Soren, Carol
Stanard, Ray
Stokes, Kiley
Teaford, Jeremy
Thomas, Anna
Turney, Kerry
Vazna, Stella
Wall, Anne
Washam, Glenda
Weisbrodt, Cathy
Williams, Dustin
Williams, Tara
Wocher, Melissa
Young, Deirdre
Zidank, Debbie

Did Not Attend
Ashton, Zeben
Bailey, Christina
Brown, Kenneth
Campbell, Linda
Carney, Tara
Clark, Maura
Crawford, DeAnna
Crimi, Cathy
Dean, Mary Ann
Ely, Courtney
Engstrom, Steven
Fox, Anita
Goode, Donald
Grabiel, Chris
Hamilton, David
Harrell, Rachel
Henderson, Eugene
Hull, Rae
Jeter, Wynn
Johnson, Faye
Johnson, Judy
Kasinger, Jake
Kissinger, Lauren
Lammers, Lillian
McKinney, Rhonda
Miller, Jean
Moore, Stacey
Murphy, Amy
8:30 a.m. Vice President, Al Brady, called the meeting to order.

OLD & NEW BUSINESS ANNOUNCEMENTS
- Motion to approve March meeting minutes approved.
- World Travel - Leisure Travel Brown Bag lunch seminar – April 13th, 12:00 – 1:00 p.m.
  in the Law School 222 – Bennett Miller conference room.

COMMITTEE HIGHLIGHTS & REPORTS

Events, co-chairs Michael Pring and Kerrie Turney
- The Food Drive results were announced. Over 1,005 pounds of food were collected during the drive which equals approximately 850 meals for Davidson County.

Staff Life, co-chairs. Andy Richter and Al Brady
- Nothing to report.

Membership, co-chairs Susan Rose and Anna Thomas
- April birthdays: Andrea Lynn Lassiter, Amy Smith, Michael Pring, Janet Roberts, and Dustin Williams.

Communication, Jenny Mandeville
- Nothing to report.

Rules and Administration, co-chairs Melissa Wocher and Vickie Latham
- Nothing to report.

Standing Committees

Benefits
- Nothing to report.

Traffic & Parking
- Nothing to report.

Athletics
• Nothing to report.

Equity Diversion and Inclusion
• Nothing to report.

Matthew Redd, Director, Vanderbilt Commencement Office
• Volunteers are still needed for this year’s commencement events.
• Key dates for this year’s event:
  o April 23 – Setup begins, May 3 – 5:30 p.m. – The Party Volunteer Meeting, May 4 – 11:00 a.m. – Senior Day and Commencement Volunteer Meeting, May 11 – 8:00 – 9:30 p.m. The Ingram Commons Open House Reception, May 11 – 9:00 p.m. – The Party, May 12 – 11:00 a.m. Senior Day – Speaker Soledad O’Brien, May 12 – 2:00 & 3:15 p.m. - Faculty Seminars, May 13 – 9:00 a.m.
  o Commencement.
• General Highlights
  o 3875 Graduates received degrees, 28,000 attendees over three days, 29,775 chairs set across campus, 45 tents, 8 simultaneous diploma ceremonies, 300 plus trash cans, 18,500 hand fans, 125 wheelchairs, and only 1 street closure.
• Volunteer Highlights
  o Proper training, professional look, support materials, social media ambassadors, partnership with university ushers, and Commencement day hospitality tent
• How do I sign up? – Commencement website.

Pam Brown, Director, Organizational Effectiveness Team
• Professional development offerings – Organizational Effectiveness Team
  o Orient, listen, develop, and thank.
• Develop – topics and themes identified at the July 14, 2014 USAC meeting:
  o Change, communication and conflict management, organizing, empowerment, work and role clarity.
• Existing Workshops
  o Change – dealing with and leading teams through change. Communication conflict management – workplace civility and leading teams through change, empowerment – MBTI
• Leader Development
  o New leader orientation – within the first month of employment.
  o HR Leadership Foundations: Hiring, targeted selection, coaching and developing staff, managing performance and behavior, legal issues, leave management, and becoming a leader.
• In Development for all Faculty and Staff
  o Communication series, crucial conversations (conflict management), basic project management, time and priority management.
• Customized Sessions
  o Teams – in addition to customizing regular offerings: Communication styles, strengths finder, emotional bank account, conflict styles, group norms, and focus groups.
• Outside Facilitators
  o Time Management
  o Presentation Skills
• Cost for most programs are $60/for day long workshop.
• Register through the Learning Exchange.

Brad Awalt, Manager, Health Plus

- The three departments in Health & Wellness are: Health Plus, Occupational Health, and Work/Life Connection.
- Health Plus
  o Education/awareness, risk reduction programs, and environmental enhancements.
- Delivery Options
  o One-on-one, group sessions, challenges and competitions, online, Health Plus comes to your area.
- Go for the Gold
  o Health Incentive Program, Three steps: Compass Health Assessment, Wellness Action Log, Game Plan for your Health, wellness credit up to $240.
- Start! – Physical Activity Tracking Program
  o Physical Activity Tracking, track/sync in Health Plus Health Guide, earn raffle entries, end of quarter door prize drawings.
- Know your numbers
- Measurements of height, weight, BMI, blood pressure, can help meet requirements for wellness action log of Go for the Gold, Know your Numbers can come to you.
- Wellness Coaching
  o Personal coaching session – designed to help you find motivation and tools to reach goals, coaching session (initial session, monthly contact and follow ups.)
    Email: health.plus@vanderbilt.edu or call 343-8943 to schedule.
- Skill Building Programs
- Diabetes Prevention Program
  o For Faculty and staff who are pre-diabetic or have a history of gestational diabetes and have a BMI of 24 or higher. Goal is to lose 7% of body weight, count fat grams, and obtain 150 minutes of exercise per week. This is a year-long program.
- Wellness Commodores
Motivate colleagues to incorporate wellness in daily lives, promote Health Plus programs to colleagues, provide recommendations for future programming.

**Guest Speaker: Barbara Carroll, Associate Vice Chancellor, Chief HR Officer**

- Topic of Separation between the university and the medical center
  - Set to happen the end of this month, biggest thing done in the last 100 years at Vanderbilt, navigating the new relationship will be interesting.
- What are the changes the university can expect to see in the next 12-24 months?
  - HR will be refocusing on the university, looking at how HR engages with faculty and staff, looking at everything with fresh eyes.
- Communication is the reoccurring theme being heard
  - Faculty and staff would like to hear from HR more, HR just launched a new HR newsletter, new group has been created – Chief Human Resources Point Persons (CHRPP), be patient – there is a big learning curve.
  - HR is working on a grid - list of issues facing staff in four ways:
    - VU to VUMC, VUMC to VU, VU to VU, VUMC TO VUMC. Grid will be posted on the transition website so staff can see how changes will affect them, i.e. paychecks, benefits, leaves, PTO and parking. If you have questions, please contact your HR consultant.
- What is the impact of the proposed scheduled changes to FLSA (Fair Labor Standards Act?)
  - Currently 2/3 of our employees are exempt and 1/3 are hourly. After the change, the ratio will be ½ and ½. Timing of the change is uncertain - most likely by the end of May. HR will then have 60 days to make it so.
- What about promotion packages and job ladders?
  - HR plans to take a fresh look at these issues after the split, but due to the continued sharing of some systems, it will be a while until much can be changed.
- What about PTO?
  - HR plans to look at the issue of PTO but are not able to anything right now due to transition issues. HR will try to do something that reflects them as a new university.

**CLOSING**

Our next meeting will be Tuesday, May 10, 2016, at 8:30 a.m. in the Student Life Center, Board of Trust Room. Guest Speaker will be Eric Kopstain, Vice Chancellor for Administration.

Meeting adjourned at 10:15 a.m.