

## University Staff Advisory Council Meeting Minutes

**Date:** June 10, 2008  
**Meet Time:** 8:30a.m.–10 a.m.  
**Meeting Location:** Rand function Room, Sarratt Student Center

**Attendees:** Brad Awalt, Diane Banks, Lora Barnett, John Brassil, Karen Daniel, Sheri DiGiovanna, Michele Dixon, Jeffery Duly, Shawn Fagan, Sterling Frierson, Robin Guest, Sharone Hall, Shirley Hiltz, Nancy Holocroft, Jason Hunt, Faye Johnson, Brandy Kahlig, Sue King, Ginger Leger, Julie Martin, Mary Shelley Meadows, Ginny McLean-Swartzell, Brenda McKee, Kelli McQuiston, Ronnie Pepper, Don Pickert, Kit Potter, Don Pruitt, Kathy Rhodes, Robert Rich, Andy Richter, Sandra Robinson, Karen Seezen, Mike Smeltzer, Carol Soren, Roger Stearns, Dan Steward, Courtney Taylor, Molly Thompson, Carlos Trenary, Susan Widmer, Cliff Wilson, Amy Williams, Melissa Woche

**New Member Attendees:** Terri Armstrong, Bill Bailey, Vickie Cage, Mindy Craven, Chris Cribbs, Felicia Dotson, Joe Fisher, Kristy Fisher, Keith Franklin, Jodie Gambill, Phyllis Garner, Janiece Harrison, Stacy Hockett, Nancy Jackson, Stacy Johnson, Stacey Kendrick, Vickie Latham, Katherine Rhodes, JJ Street, Olivia Soxayachanh, Joe Stanard, Todd Suttles, Molly Thompson, Phillip Tucker, Bryon Walker, Andrea Wall, Katie Watts, Luci Whatley

**Regrets:** Jean Alley, Becky Atack, Allison Bush, Ken Carter, Beth Clark, Mary Clissold, Kevin Colon, Michael Crowe, Sue Davis, Mary Ann Dean, Richard Dennison, Marcia Dillard, Daniel Dubois, Traci Ferrell, Sandie Frantz, Kate Gilbreath, Carol Guth, Antoinette Hicks, Kathy Hutchison, Rosalind Johnson, Michael Jones, Kristin Koval, Robert Martin, Joyce Matthews, Kay Matthys, Cheryl McClure, Jackie McMath, Camilla Meek, Craig Nance, John Nesbitt, JoAnn Patterson, Dennis Spann, Lynn Smith, Brian Smokler, Kay Tyler, Mary Clark Webb, Jim Webb, Lolita White, Jeff Youngblood

**Visitors:** Andrew Atwood, Jane Bruce, Cliff Joyner, Susie Lyons

President Cliff Wilson called meeting to order

Cliff acknowledges the new members present and thanks them for coming to the meeting today.

Approval of the May Minutes, call to approve, second, approved

Introduction and welcome to Administration guests: Jane Bruce and Cliff Joyner

Committee Reports:

**Events** — Faye Johnson reported that we have some exciting events for the upcoming academic year. These events are in the works:

- Bake Sale – planned for fall. Proceeds will benefit Employee Hardship Fund.
- Employee Celebration Month Kickoff – USAC will share a booth with Medical Center Staff Advisory Council. \*\*Volunteers are needed for this event.\*\*
- Blood drive.

The Events Committee will update you of these events and let you know when/where volunteers are needed.

**Rules and Administration** — Diane Banks reported that they need new members for their committee. Please volunteer if you want to join this committee. A committee meeting will be held this month to elect chair and vice chair positions.

**Staff Life** — Shelly Meadows reported that Daniel Dubois will be the new Staff Life Committee chair for the upcoming year. A rereading of the bereavement day recommendation was read. Staff Life Committee is proposing the idea of 5 paid bereavement days instead of the current 3 offered. This recommendation was based on the growing need for more days to travel, make preparations and grieve for a lost loved one. The council took a vote to move the proposal to a formal recommendation, all in favor say I, all said I, no nays, the recommendation will be formally presented to administration for consideration. Shelly reported that the Medical Center Staff Advisory Council will jointly recommend this change to administration.

**Communications** — Ginny McLean-Swartzell announced there will be a communications meeting on June 19, 2008, for those interested in serving on the USAC Communications Committee. The meeting will be held at 2 p.m. in Sarratt lobby. We will be electing chair/co-chairs at that time. Please come!

**Membership** — Andy Richter reported they are pleased to announce all vacancies have been filled. Thank you to everyone who assisted in this process, especially Shirley Hiltz and JoAnn Patterson. Soon we will help update all USAC mailing lists and the USAC Web site with the new reps for next year. Andy reminds everyone that standing committee appointments are two-year terms. After that time you may stay or move to a different committee, please sign up today if you are new or your term is up, sign up sheets for each committee are on each table -- please sign up for a committee! Standing committees will conduct elections this month and submit them to USAC President Cliff Wilson.

Cliff Wilson takes a moment to thank all of the committee chairs and USAC members for their hard work and commitment, thanks again for your participation!

Cliff also thanks Jason Hunt and Kelli McQuiston for their service as USAC officers

Cliff Wilson formally hands the gavel over to the incoming President Jason Hunt, all applaud.

Jason Hunt stands to recognize/give out awards:

*USAC Spirit Award* — Goes to Andy Richter, congratulations Andy, this award exemplifies the spirit of Andy's hard work and commitment to the council. Andy has gone above and beyond during his service this year and he is deserving of this esteemed award. Thank you Andy!

*Appreciation award* — Goes to USAC secretary Kelli McQuiston, Kelli has done a great job this year with her duties and service to the council. Way to go Kelli!

*Karen L.A. Dolan Memorial Award* — John Brassil stands to explain that this is an award that the council would like to present annually to the outgoing president to commemorate their two-year commitment to USAC. The award is posthumously named after USAC representative Karen L.A. Dolan and exemplifies the kind of person Karen was, a true

volunteer, helpful and giving in every way, she would assist at all events even if she could not participate. The first Karen L.A. Dolan Memorial Award was awarded to Cliff Wilson for his 07/08 presidential term by incoming president Jason Hunt.

The council also recognizes Lora Barnett for accepting the position of secretary for the 08/09 USAC term. Thanks Lora!

**Feature: “Employee Celebration Month — Volunteer Opportunities” Susie Lyons, Manager, Employee Programs**

Susie starts by telling us about the upcoming events for Employee Celebration month.

- September 8: kickoff
- September 10: Taste at Vandy
- September 4: football game. Committee has been given 1,500 tickets to give away. Susie states she needs some ideas on a fun and ‘fair’ way to give the tickets out, a few suggestions were:
  - A quiz with Vanderbilt football questions
  - Random drawing for each department
  - Entering to win by bringing something in for someone else (can goods, etc.)

Susie says if you win a ticket you must wear Black and Gold, no trying to sneak the other team’s colors under your clothes or selling tickets after you receive them. The tickets will be given to recipients at the gate.

Another event will be Vanderbilt Clean Sweep. A big Yard Sale that will work like a consignment shop, whereby Vanderbilt faculty and staff can rent a table for \$10 and the table rental fees will be given to the Employee Hardship Fund. Any items not sold will be donated (so sellers won’t have to haul their items back home).

Again this year, Vanderbilt will be giving service awards to those who have been working here from 5 to 50 years. Other events include a fashion show, walk-it-out around campus, a road trip to the Ole Miss Game on September 20 and much more.

Please go to the Web site or e-mail Susie directly at [susie.lyons@vanderbilt.edu](mailto:susie.lyons@vanderbilt.edu) to check out event times and volunteer opportunities. One suggestion was made this year to substitute a recyclable tote bag for the yearly T-shirt give away. The council responded with excitement and thought that was a grand idea. Love the idea of a recyclable tote bag! And extras will be available for sale.

Thanks Susie!

**Feature: “Rape Aggression Defense — R.A.D.” Andrew Atwood, Commander, Vanderbilt Police Department**

Commander Atwood started with a request for show of hands if you have heard of R.A.D. before. About a quarter of the room responded ‘yes’. The program has been going for approximately 10 years with the help of Steve Caldwell. Over 600 students have participated in the program thus far. R.A.D. stands for Rape Aggression Defense — the program was started for females but now has classes for males, children and advanced participants. Commander Atwood says this course teaches realistic self defense techniques, the course also offers a lifetime practice policy. \*There will be a summer course offered in July, look for information and sign up! This fall more R.A.D. classes will be offered than ever before. The class consists of basic simple moves to assist you in crisis situations, natural moves taught by self-defense educators. 90% of the course is based on Awareness and Avoidance.

**Awareness** refers to issues like: where you are, your surroundings, who is in proximity to you, daytime verses nighttime, etc. Commander Atwood stresses that we are typical Vanderbilt people; we are busy with multiple activities and destinations. Busy people forget to look around them and are often concentrating on other things during our walk to the car, or around campus.

**Avoidance** refers to issues like identifying situations that make you feel uncomfortable, avoiding harm with simple techniques like evading sketchy people and potentially harmful situations. This takes practice! We tend to not follow our intuitions because we do not want to embarrass ourselves or others. Commander Atwood gives for example; if you are in an elevator or about to step on and the person in the elevator looks or is acting sketchy, do not get in the elevator, or get off if you are already in. Our natural instincts should be taken serious, you are not going to cause any harm to that person by avoiding them but if they are dangerous you have put yourself in a harmful situation just because you did not want to embarrass yourself by exiting or refusing to get on with him or her. Removing yourself from the situation is the best immediate course of action. Always try to put distance and or time between you and a potentially harmful situation.

Commander Atwood does some role-playing exercises to show the effect of distance, this skit was very educational and entertaining. Commander Atwood asked a volunteer to stand; he approached him and stood at a very close, uncomfortable proximity. As Commander Atwood stepped away the volunteer's comfort level rose. At a greater distance not only do you feel more comfortable but the possibilities of escaping the situation are greater. During the demonstration, Commander Atwood leapt at the volunteer to show how quickly a threat could approach, in a matter of milliseconds he was right next to the volunteer. This was a very effective display of distance in relation to safety. Another way to avoid harm is to change your situation, join a group of others or walk with friends, there is safety in numbers!

A true story was shared by the commander about a female student on campus that walked home alone. She found herself all alone on 21<sup>st</sup> Avenue and then noticed a truck approaching with three men in the cab, the truck slowed to her pace and she jumped a wall to evade them, but was later attacked. Luckily she had taken the course so she was able to use all her learned skills in this situation. She was **Aware** of the potentially harmful situation of being alone, and then **Aware** of the truck approaching, and then she used her **Avoidance** techniques by running away and ultimately had to utilize her **Self defense** moves she was taught in the class. Thankfully she was able to fight the aggressor off.

**Self Defense** — criminals do not like witnesses; they also do not like to draw attention to themselves. So the best defense is to change the dynamics of the situation, verbalization is a great technique. You do not expect a grown person to yell or scream so by yelling loudly in a brisk voice you can avoid danger. For practice Commander Atwood had the group yell loudly, 'NO' and again 'NO'. Loud voices change the expectations and this changes the situation. A good thing to yell is NO, GET AWAY, I AM CALLING THE POLICE! You can also use what is handy, two students were approached after grocery shopping and as a defense they started hitting him with the groceries. Changing perceptions or what an attacker expects you to do is a good way to defend yourself.

Brenda McKee stated she had trouble with the homeless people that are at her bus stop on 21<sup>st</sup> Avenue but did not seem to be able to get Vanderbilt police to respond. Commander Atwood assured her that a call to VPD would be answered and responded to. He suggested anytime you see anything suspicious to call VPD, you can also request to be updated of the situation after it has been inspected. Reiteration: Please call if you are the least bit concerned about a situation! If you need a ride to your car, you can use Vandy Vans, or call for an escort at 1.8888 from a campus phone. Vanderbilt 911 is 911 from a campus phone and 421.1911 from an outside line. A final word from Commander Atwood is that Tennessee is a right-to-defend state; if self defense is an option, go at it 100% to get out of

the situation and safely home to family and friends and call VPD if you see ANYTHING suspicious so we can check it out, our community safety is a partnership effort.

Q. Is the July class at night?

A. Yes it is 5–9:30 p.m., with a minimal \$20 fee

Q. What is the license-to-carry rule on campus?

A. Pepper spray is ok, but under TN law firearms on campus can only be carried by the police. It is a felony offense to carry a firearm on a college campus.

Q. Children can take the class also?

A. There is a class for children, but a 14-year-old would take the adult course.

Q. Are the classes for everyone?

A. Yes, old and young alike.

Q. Do you teach this class to incoming students?

A. Yes, every year.

Q. I knew of a student that did crazy stuff to get out of a situation, dancing and singing loudly. Does that make sense?

A. Yes, do anything to keep you safe!

Q. Do you condone walking alone?

A. I have always been an advocate of safety in numbers or using a walking escort at night.

Q. Is the class open to people outside of Vanderbilt?

A. Yes, but it is usually a friend or family member of a Vanderbilt employee that attends.

Thanks to Commander Atwood for a very interactive and informative presentation!

Jason Hunt thanks the guests for speaking today and thanks to all of you for your service to the council this year. Take this information back to your departments. Thanks to the new members for coming and we will see you next academic year, second Tuesday in August 2008. New members will get an e-mail about orientation in July. E-mail me any suggestions about programming for the upcoming year and about location, we have the option of meeting at the commons for some or all of our meetings next year. \*Please sign up for a committee, signup sheets are here or e-mail Jason later. If you know a new member to the council encourage them to be on a committee!

Incoming President Jason Hunt dismisses the meeting.