

UNIVERSITY STAFF ADVISORY COUNCIL

August 12, 2008 - Meeting Minutes

Date: August 12, 2008

Time: 8:00

Place: Rand Function Room, Sarratt Student Center

Attendees: Becky Atack, Bill Bailey, Diane Banks, Lora Barnett, Harriett Boglin, Matthew Clement, Stephanie Conley, Mindy Craven, Marcia Dillard, Michele Dixon, Daniel Dubois, Claudia Edwards, Kristy Fisher, Keith Franklin, Jodie Gambill, Phyllis Garner, Kate Gilbreath, Immanuel Gooding, Robin Guest, Sharone Hall, Janiece Harrison, Shirley Hiltz, Stacy Hockett, Nancy Holcroft, Jason Hunt, Nancy Jackson, Faye Johnson, Stacy Johnson, Stacey Kendrick, Sue King, Kristin Koval, Vickie Latham, Chris Marshall, Julie Martin, Cheryl McClure, Jason McGrath, Brenda McKee, Camilla Meek, Stacy Nunnally, Chuck Owen, Ann Marie Owens, JoAnn Patterson, Kit Potter, Sheri Reynolds, Kathy Rhodes, Andy Richter, Sandra Robinson, Karen Seezen, Mike Smeltzer, Carol Soren, Olivia Soxayachanh, Dan Steward, JJ Street, Todd Suttles, Molly Thompson, Carlos Trenary, Nyla Villager, Bryon Walker, Andrea Wall, Jimmy Webb, Luci Whatley, Sue Widmer, Michelle Wyatt

Regrets: Stan Amos, Terri Armstrong, John Brassil, Alison Bush, Vickie Cage, Beth Clark, Mary Clissold, Chris Cribbs, Karen Daniel, Mary Ann Dean, Graeme Dennis, Felicia Dotson, Shawn Patrick Fagan, Joe Fisher, Sterling Frierson, David Jewell, Brandy Kahlig, Carla Mahlberg, Craig Nance, Donald Pickert, Don Pruitt, Ray Stanard, Roger Stearns, Cindy Steine, Courtney Taylor, Trey Truitt, Phillip Tucker, Katie Watts, Mary Clark Webb, Lolita White, Cliff Wilson

Visitors: Jane Bruce, Cliff Joyner, Jim Kendall, Susan Marshall, Alice Warren, Melissa Woher

I. Call to Order

President Jason Hunt called the meeting to order and welcomed all the new members to our first USAC meeting.

II. Approval of the Minutes from the June 10, 2008 USAC Meeting

A motion to approve is called, seconded and unanimously approved

III. Committee Reports

Membership:

Chair, Andy Richter announced that all slots are filled on the USAC and representatives who volunteered to serve on a committee have been assigned. Representatives who haven't volunteered, but are interested, can come to him or Co-Chair, Julie Martin and he/she will be assigned to a standing committee. He reminded everyone that the membership committee is here for the council and if anyone has questions or issues related to membership to please come to someone on the committee.

Communication:

Chair, Kristin Koval summarized that a lot of interesting things are going on this year. The USAC will have a booth at the Employee Celebration and updates are being made to the web site during the transition from last year to this year.

Staff Life:

Chair, Daniel Dubois announced that Staff Life had their first meeting and is off to a great start. The committee meets on the fourth Tuesday of every month and is working on an agenda for the year based on the question "How can we make Vanderbilt a more vibrant community for the staff and the community".

Some of the initial projects are:

- 1) Increasing awareness and funding for the Staff Hardship Fund
- 2) Developing a policy that will allow staff to get involved in community service. Currently no "formal" policy exists and the group would like to work with HR to possibly finalize a policy.

Daniel also announced that Karen Daniel was voted Co-Chair for the committee.

Rules and Administration:

Chair, Dan Steward informed the council that the committee had its first meeting and an amendment is going to be made to the by-laws. Dan also announced that Bill Bailey was voted Vice Chair of the committee.

Event Coordination:

Chair, Faye Johnson announced that help is needed for the Bake Sale and asked that council representatives go to Kroger or other places and get donuts, cookies or cakes and drop these donations off with her at the Law School. Sugar-free items are welcome. The Bake Sale will take place September 17th at the Promenade in the front of Rand. **All proceeds are going to the Hardship Fund.**

Other events that are coming up:

- a) Vanderbilt's first Employee Celebration Garage Sale on Saturday, September 6, 2008. Volunteers are needed.
- b) USAC will have a booth at Employee Celebration to educate staff on what the USAC is all about. Volunteers are needed to ensure coverage throughout the event.
- c) Tailgate – Volunteers are needed.

Any questions about these events, please contact Faye @ linda.f.johnson@vanderbilt.edu.

Jason closed the committee reports and notified the council that Faye will be sending out a follow-up e-mail about the events and the volunteers are needed for Employee Kick-Off.

IV. New Business

Jason calls Cliff Joyner to address the council.

Cliff Joyner updates the council on the following initiatives that were started last year in Traffic and Parking.

- **Music City Star Discount**
 - Thanks to Daniel Dubois and the Staff Life Committee, the University Central has decided to **match the discount** the Medical Center gets for the Music City Star. Plans are being made to sale the tickets at Wesley Place. These discounts include:
 - RTA Commuter rail service provides up to a 60% discount to all full-time Vanderbilt University employees. Rail stops include Lebanon, Martha, Mount Juliet, Hermitage, and Donelson.
 - A **free shuttle bus service** between the Nashville Riverfront Terminal and the Vanderbilt Campus coincides with train arrivals and departures
- **The Ride Share Program**
 - The Medical Center has purchased a software package that matches up carpoolers with each other. The University has worked with the Medical Center to split the cost of the software package and make it available to the university. The system is live today. Link to it on www.vmcridematch.com/
- **New parking management system T-2 is being used for registration.**
- **Zip Cars**
 - The Zip Cars went live August 7, 2008 and are on campus and available. The following is some basic information, for more information log on to www.zipcar.com/vanderbilt.
 - **Group: Vanderbilt Faculty and Staff**
 - **What does it cost to join?**
Your annual fee of \$35. No deposit. No monthly commitment.
 - **What does it cost to drive?**
Depending on the car model, drive from \$7/hour and \$60/day (any 24-hour period). Gas, insurance and 180 FREE miles* are included.
- **The Garage Full sign will be implemented at Wesley Place.**

Q. How long should it take to get your sticker? Some people are saying they haven't received their sticker.

A. If they have not received their sticker there must be a problem and they should call traffic and parking.

Q. What is the Zip Car?

A. It is a car program to rent a car by the hour. Primarily for people who are using alternative transportation who may have meetings or appointments.

Q. Can you sign up for it on your web-site?

A. Yes, you can link to it from our site: http://www.vanderbilt.edu/traffic_parking/

Q. With these suggestions for saving money on transportation has anyone considered a four day work week? How could they go about that process?

A. Jason Hunt suggests Jane Bruce from HR address that question. (Deferred to Jane Bruce)

Q. What is the discount for the Star?

A. Close to half or 60%.

Q/S. Information about the Music City Star and the discount could not be found on the HR site under discounts nor by a search.

A. Go to the traffic and parking web-site for the link to the Star. All of these programs are under the alternative transportation link. http://www.vanderbilt.edu/traffic_parking/

Jane Bruce, Director of HR Benefits Administration addresses the question about flexible work schedules.

Jane informs the council that this question will be coming up more and more due to the gas prices and alternative methods of travel. What has to be remembered is that every office has a business need that has to be met first. The supervisor is responsible for scheduling so the office business needs are met and the decision for flexible hours is up to the supervisor.

Q. If the University felt like this would be a good thing, perhaps they could give out a statement saying that it would be okay to do something like this.

A. I appreciate that point of view and would like to say to people to consider any kind of option that would make the business run better. But, we have to be real careful with communications and putting endorsements on things. Yes, the supervisor needs to think about the good of the office and the business needs, but I doubt you will see that kind of endorsement.

V. Features

Feature I: Employee Tailgate - Midori Locket and Seretha Nobbin

Midori implores to the council that she needs our help. Approximately fifty volunteers are needed and Seretha Nobbin has graciously agreed to help manage and recruit those volunteers and is going to give more details.

Seretha thanked the council and announced that she needs any willing body to come out to help with Tailgate and help make it successful. Saturday, September 13, 2008 is Tailgate and any good advice or ideas are welcome. Please send suggestions via e-mail to Midori at tailgate@vanderbilt.edu or Seretha at seretha.nobbin@Vanderbilt.Edu. At next month's USAC meeting she will have a more tailored look at what is needed.

Q. What are the hours for Volunteers?

A. Tailgate starts **3 hrs** before kickoff which is at 6pm. Tailgate will be from 3pm to 5pm and volunteers will work 1 hour shifts. If you want your spouse to work with you let us know via e-mail. Help is especially needed with ticket distribution. Last year close to 10,000 people reserved tickets so we need help to get those out in a timely fashion.

Q. Where is it going to be this year?

A. There has been a site change. Tailgate will be on the Rob Roy Purdy Field at Student Recreation Center entrance on 25th Avenue South.

Q. Is parking on your own?

A. The invitations will have a parking permit for the 25th Ave Garage.

Feature II: The Revised Smoking Policy at VUMC – Joel Lee Assoc. Vice Chancellor VUMC Communications

Joel reported to the council that as of September 1, 2008 all smoking will be banned from the Medical Center Campus. This will create a hardship for Vanderbilt staff, patients and visitors.

- The biggest problem will be the families with traumatic injuries because smoking may be a coping mechanism.
 - For the last five years there have been smoke patrol men on the Medical Center side. The smoke patrol will be beefed up and will be armed with maps to show smoking areas and nicotine substitutes.
- The second problem will be the edges of the campus that will be affected because there is no sentiment to ban smoking on the University side.
 - Smokers are going to gravitate to the campus but the edges will be monitored. The School of Nursing and The Veterans Administration are the main areas for concern.
 - If this becomes a problem the University Administration may enforce smoking zones.

- Patients may gravitate to 21st Avenue, but the smoke patrol will monitor this area.

Vanderbilt is a follower when it comes to implementing a smoking ban. Most Academic Medical Center counterparts have already established a smoking ban. Smoking is the only kind of personal behavior that can directly and materially affect the person next to you. Second hand smoke is almost as dangerous to someone's health as them smoking themselves.

- It is problematic for people in a Health Care Institution who have upper respiratory diseases. Smoking can trigger an attack so it is important to protect our patients.
- As an Academic Medical Center we care about our employees and want them to have better health.
 - Total bans show that about one-third of those smokers will have quit within two year

Forty percent of the deaths in the United States are preventable deaths due to behavior. The biggest one of those is smoking which is about sixty percent of that forty.

- Lung cancer, Emphysema, Congestive Heart Failure and a variety of other diseases that go along with smoking.

In the smoking ban there is a provision that states that if you smell like smoke you may be sent home. This has always been a rule in the Medical Center. If you are in a patient care area that could cause a reaction, you would have to go home and shower and change and then come back.

Q. Was there a thought to have a smoking room for people near the trauma?

A. It was purposed three years ago, but the cost of building the room is between \$300,000 to \$350,000, and when the Medical Center decides how to spend it's capital, it always lands on the bottom of the list and will always land there.

Q. You mentioned that the ban was not being considered on the University Side, is that because of the students, can you expand on that?

A. When talking to the Provost Office this is the kind of thing that they would rather regulate "where people smoke" rather than "whether they can smoke". It would be removing too many freedoms.

Q. The Medical Center gets two fifteen minute breaks plus their lunch with an eight hour shift. Just by logistics if I had to book it all the way to the campus side to smoke...

A. There is no right to smoke so we have made it clear that smokers cannot have a longer break.

Q. What is going to happen at 100 Oaks?

A. it is a leased property and smoking is banned within the confines but outside the leased space they can smoke. We have asked the landlords to suggest no smoking within 50ft. of an entrance. This includes all leased buildings unless the landlord allows it.

Feature III: Smoking Cessation Resources for Faculty and Staff – Stacey Kendrick, MS – Faculty and Staff health and Wellness Alice Warren, Nurse practitioner, Occupational Health Clinic

Following up on what Joel was talking about, Stacey talked about what we can do to support people who want to quit and offered resources to help take that step. Alice elaborated on the medical aspects of what is offered to the faculty and staff.

Health and Wellness has ramped up the Smoking Cessation offerings and Stacey has partnered with Joel to find out how they can work together to be supportive of our smokers. The Faculty and Staff Health and Wellness program is here to support the Faculty and Staff. The following resources are available:

- **A 24/7 quit line 936- QUIT**
 - A recorded message that flows through different things you are interested in
 - Hit **0** to speak to someone.
- **Self-help resources**
 - The No Nag, No Guilt, Do it Your Own Way, Guide to quitting Smoking book available through Health Plus. Call (343-8943) or e-mail (health.plus@vanderbilt.edu) to request a copy.
 - Online support is available at www.trytostop.org where you can use the free online Quit Wizard to track your progress along with tips.
 - Free Tool-Kit with a t variety of items including the book mentioned above, mints and quick tips. Stop by Health Plus, the Occupational Health Clinic, Work/Life Connections or any of the Child and Family Center to get one.
- **Medical Resources**
 - Your primary care provider can provide counseling, advice and/or medication to help you quit. Occupation Health's Quit RX for up to 2 month's prescription or over the counter stop smoking medicines
 - The Occupational Health Clinic Smoking Cessation program
 - Individualized program with the Quit Rx
 - Quit Rx is covered as a benefit and whether you see your PCP or OHC you can obtain up to 2 months of specified medications (at no cost).
 - Call 936-0955 to schedule and appointment or for more information.
 - The Kim Dayani Center Smoking Cessation Program is an 8-week program which includes counseling and medication that is covered by benefits. To register call Barbara Forbes, M.S., A.P.N., G.P.N. at 322-4751 or email Barbara.frobes@vanderlt.edu .

- **Support Resources**
 - Nicotine Anonymous support group. Call Work/Life Connections-EAP at 936-1327 for more information.
 - On campus
 - Meets weekly
 - Tuesdays from noon to one
 - Basement of Medical Arts Bldg., rm 029
 - One on One Coaching
 - Individualized support and encouragement by phone or in person. Call 343-8943 to make an appointment with a Health Plus Wellness Coach.
 - Stress and Coping Skills counseling
 - Learn relaxation techniques and stress resilience from a licensed counselor at Work/Life Connections-EAP. Call 936-1327 to make an appointment
- **Managers Tool-Kit**
 - Designed to help managers give support to staff and colleagues making the transitions to a smoke-free life.
 - Download available at www.healthandwellness.vanderbilt.edu

Feature IV: Staff Hardship Fund and EAP – James Kendall – Manager, Work/Life Connections – EAP

James asks the question, “What does EAP do?” The answer is that EAP connects faculty and staff with resources. If people are dealing with emotional or behavioral issues, they may not know what is out there. Mental health problems are private so people are less likely to discuss it with others. EAP can help provide the necessary information.

EAP responds to personal or workplace stresses; if a person is worried about personal issues, they are not as productive. EAP can steer you to the appropriate resource or sometimes **are** the resource, because they understand Vanderbilt and some of the ways it operates. EAP promotes work life balance and stress resilience. People need to be at their best and focusing on the business at hand. Resources are available for individuals and departments.

EAP counselors are different from a private counselor in that we understand the Vanderbilt organization and keep in mind the resources available.

- Work performance is one of the major goals and feedback is requested through a survey four months after a visit.
 - Eighty-five percent say they got benefits from the visit.
- Depression is monitored, because it is one of the most popular reasons for coming to EAP and one of the most significant illness that affect us emotionally.

- By matching surveys and inventories from one month to the next there has been a sixty-two percent improvement in one month which improves people's outlooks, and gets them on the right road to treatment.

EAP provides for and reaches out to:

- International Community to help them understand resources in Nashville
- Addiction recovery support
 - Nicotine Anonymous
 - Tuesdays at noon
 - Alcoholics Anonymous
 - 12-step meeting on Wednesday at noon.
 - Plus a variety of other addictions
- The Faculty and Staff Hardship fund
 - One time, taxable financial assistance.
 - Based on Application
 - Acute temporary event
 - Employed one year at Vanderbilt
 - History of timely payments
 - Based on donations and matching funds
- Departments
 - Talks available
 - Team building
 - Stress Management
 - Critical Incident and Stress Management
 - Loss of a colleague
- Psychological Support
- Coping Stressages – Take Care of Yourself
 - Organize time
 - Cultivate friendships
 - Aiming for seven to eight hours of sleep a night
 - Living according to your values
 - Taking Quiet Time
 - Finding Balance
 - Give and Receive Affection
 - Eat five fruits or vegetables a day
 - Embrace optimism
 - Exercise 30 minutes a day

The EAP is the liaison for the Hardship fund. The first step is to meet with one of the EAP counselors who can advise the faculty/staff member as to eligibility for the Fund and/or potential community resources. The Hardship Committee will evaluate the applications and disperse the funds appropriately by conditions. Every case is confidential and all support is taxable.

Last year there were 143 applicants, 44 were approved for financial aid which totaled a little more than \$16,000 in assistance and 314 received food assistance totaling almost \$16,000. The fund has dwindled over time so the bake sale and garage sale make a huge difference. Donations are accepted and can be payroll deducted.

Q. The National Alliance for the Mentally Ill (NAMI) has a new chapter on Vanderbilt campus; do people contact you to connect with that group?

A. Yes, we can connect you with that group. NAMI is an organization that is a support for family members who are dealing with mental illness and also for consumers who are dealing with depression or another mental illness.

- People who are interested in finding out more about NAMI can go to www.namitn.org and can sign up to get on the mailing list for meetings. The new president is Parul Saxena at parul.saxena@Vanderbilt.Edu.

VI. Closing Statement / Dismissal

Jason thanks all the speakers and summarizes these key points:

- Employee tailgate volunteers please contact Faye Johnson at linda.f.johnson@vanderbilt.edu or Midori Lockett at tailgate@vanderbilt.edu.
- For Smoking Cessation information contact Stacey Kendrick or Health Plus.
- For EAP information contact Jim Kendall.

Remember to communicate things that were talked about today to your constituents. Make sure someone in your group will e-mail the constituents via list serve or your own internal list serve. If you need help maintaining your list serve contact Kristin Koval. Let people know about the Star and the Ride Share program and that they are available. Read the minutes when sent out. The minutes will be available on the USAC site.

If you have any changes that are needed on our web-site contact Kristin Koval and she will get that fixed. If you did not get a name tag or your name is misspelled contact Lora Barnett.

Dismissed!