

USAC Operations Plan Appendix

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1 Election email to solicit representatives to run/join Staff Council

SAMPLE:

Dear Vanderbilt Staff Member,

Are you looking for an outlet to use your communication and leadership skills to benefit others?

If you answered 'yes,' the University Staff Advisory Council (USAC) wants you!

What is the Staff Council? We are an advisory group to administration and staff on issues, policies, and practices that affect the University and those served by the Council (staff members in non-union University Central positions).

As a Staff Council representative your responsibilities would include:

- Attending Staff Council monthly meetings (second Tuesdays 8:30 - 10 a.m.) and disseminating information to your constituents.
- Voting on Staff Council resolutions and recommendations based on the desires of your constituents.
- Serving on a Staff Council standing committee of your interest (Staff Life, Events Coordination, Communication, Rules and Administration, or Membership)

You can make a difference in helping to shape Vanderbilt's future!

Submit your name as a candidate to run for election to become a Staff Council representative or nominate an enthusiastic co-worker. All nominees will be contacted to verify his/her interest in running for election to the Staff Council.

Instructions:

To nominate yourself or someone else, please send an e-mail message with the name and department to:

<<MEMBERSHIP REPRESENTATIVE>> (rep's email address)

DEADLINE: 5:00 p.m. Friday, April 1, 2011

NOTE: If you are a current Staff Council representative, then nominate yourself to RUN FOR RE-ELECTION for your group.

Please review our website for more information:

<http://www.vanderbilt.edu/usac>

2 Election call to cast your vote for your representatives

SAMPLE EMAIL:

University Staff Council Group 17 Staff Members,

Please cast your vote for the staff members who will represent your group from July 1, 2011, through June 30, 2013.

You will be able to vote exactly once. Your vote cannot be changed after it is submitted.

Please click on the link below to cast your vote. (The link below is for YOUR VOTE ONLY. Do not forward this email.) The election web site will be open until noon on Monday, May 16, 2011.

SAMPLE VOTING SCREEN:

Group 17 Rep for USAC until June 30, 2013

Each individual listed below has accepted the nomination to run for election to the University Staff Advisory Council for the next two-year term. Please select no more than two names from the list by clicking the box next to the names you prefer. To register your vote, click the Submit button at the bottom of the electronic ballot. Please submit your vote by noon on Monday, May 16, 2011.

The two individuals with the highest number of votes will represent Group 1 from July 1, 2011 through June 30, 2013. The others will serve as alternates and will be asked to serve if a representative from your group is unable to complete his/her term in office.

Please choose no more than two candidates.

Kinney, Edward
Stevens, Robert

3 Membership Committee Instructions for Off Cycle Elections in REDCap

(as of September 2014)

These are the steps to do a call for nominations, and then confirm the people nominated

- Need to request Group Lists from Andy Richter (or the person in the _____ role)
Andy will send you each list separate in a text file. Save these to the USAC folder on server.

Server access:

Windows

<\\bigdatavuhcifs.mis.vanderbilt.edu\usac>

Macintosh

smb://VANDERBILT;<VUnetID>@bigdatavuhcifs.mis.vanderbilt.edu/usac

where you substitute <VUnetID> with your VUnetID (username).

Open these text files in Excel (Delimited, Comma) to create a CSV file

Delete any rows that say INVALID EMAIL

Create a new column and use the formula =IF(ISERROR(FIND(" ",B2)),B2,LEFT(B2,FIND(" ",B2)))
to get rid of middle initials.

Need Last Name, First Name, Email

Save the file. Now your CSV file is ready to be cut and pasted into the Import Template.

- Open REDCap <https://redcap.vanderbilt.edu/>

Go to My Projects

Click on an existing survey that you want to use (you can make a copy of it and rename it)

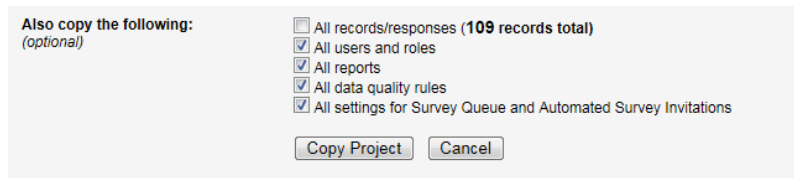
You'll want to start with the Nominations Survey as the first step

Click on Other Functionality tab

Click Copy the Project

Edit the Project Title with a new name (i.e. USAC Off Cycle Nominations Odd 2015)

Click all the check boxes at the bottom (expect the first one)



Also copy the following:
(optional)

- All records/responses (109 records total)
- All users and roles
- All reports
- All data quality rules
- All settings for Survey Queue and Automated Survey Invitations

Copy Project Cancel

Click Copy Project

From the My Projects tab, click on your new survey

Then under the Data Collection menu on the left, click Add / Edit Records

There should be zero records in this new survey that you created

- Now you need to “pre-load” your group lists into the template.

Note: You should pre-load all of the odd groups together and create their survey to send out. Then go back and pre-load all of the even groups together since the odd/even will have different membership terms.

From the Applications menu click Data Import Tool

Then download “Download your Data Import Template (with records in rows)”

Cut and paste all odd group information into this template, need to fill in these columns:

record_id	use their email address as the unique field
firstname	(paste values from first names without middle initial)
lastname	
number	this is the number of seats to fill for that group
email	
groupnum	fill in whatever the group is
invitetrigger	don't fill this in until you're ready to blast the survey
usac_processing_form_complete	type 2 for every row (quirky thing, it won't send without 2)

Add yourself as a row to test the survey, add an invite trigger for only you (i.e. 1983)

Save this template as a CSV file.

4 Repeated unexcused absence email sent by Membership Committee

Dear (NAME),

You were missed at our **July** and **August** University Staff Advisory Council meetings. We realize there may have been an unexpected illness or last minute schedule change that prevented your attendance. In such cases, please send a short email to me, Anna Thomas (anna.thomas@vanderbilt.edu) or Jill Rider (jill.rider@vanderbilt.edu) assuring us of your continued interest in USAC.

In addition, when you receive the USAC Meeting RSVP link, please fill out the survey and let us know whether or not you plan to attend. For your convenience the RSVP link remains open until Wednesday, the day following the meeting, at 5PM.

We look forward to seeing you at our next meeting scheduled for **Tuesday Sept. 10th, 8:15am in the multi-purpose room at The Commons.**

Membership Committee Members,

Karen Burnett, Anna Thomas, and Jill Rider

5 More than 3-4 unexcused absences email

Dear _____,

We have missed you at USAC meetings. It can be hard to find the time to attend meetings and be engaged in USAC, we certainly understand that, however attending the monthly council meetings is a minimum expectation of members. If you are unable to meet this expectation on a regular basis, please reach out to us and let us know if USAC is still a good fit for you at this time given your current circumstances.

We realize there may have been an unexpected illness or last minute schedule change that prevented your attendance. In such cases, please send a short email to either one of our Membership Committee chairs: Anna Thomas (anna.thomas@vanderbilt.edu) or Jill Rider (jill.rider@vanderbilt.edu) assuring us of your continued interest in USAC.

In addition, when you receive the USAC Meeting RSVP, please fill out the survey and let us know whether or not you plan to attend. For your convenience, the RSVP Link remains open until Wednesday, the day following the meeting, until 5PM.

Please keep us posted and hope to see you at the next meeting on **Tuesday Feb. 11th ay 8:30am** in the Community Room at the Central Library.

Best,

Rachel Harrell

Vice President/President-Elect

University Staff Advisory Council

<http://www.vanderbilt.edu/usac/>

6 Email Soliciting Staff Life Issues via Staff Council President

Email from Staff Council President:

Greetings fellow staff members,

The University Staff Advisory Council is an advisory group to the administration and staff on issues, policies and practices that affect the university and those served by the council. We represent all university central staff members who are not in union-eligible positions. At this time we are soliciting everyone we represent to help us determine how best to spend our time and energy this year. Here is a list of issues that have been tackled by Staff Council and resulted in a recommended policy change:

- *Bereavement Policy*
- *Short Term Disability Coverage*
- *Vanderbilt Childcare*
- *Identity Theft Protection*
- *Creation of a “for staff by staff” initiative for personal enrichment opportunities known as Community Connections*

If you have any concerns that you believe we could address, please call or send an e-mail message to one of the following Council Staff Life members:

Andy Richter, 343-4518, andy.richter@vanderbilt.edu, Lara Beth Lehman 322-8226, lb.lehman@vanderbilt.edu

7 Reading of Recommendations at Staff Council Meetings

May I have a motion to approve this recommendation for second reading during next month's Council meeting?

OR if it is the second month/reading... May I have a motion to approve this recommendation to be sent by our Council to Vanderbilt Administration?

May I have a second?

All in favor say Aye.

All opposed say Nay.

The motion is approved.

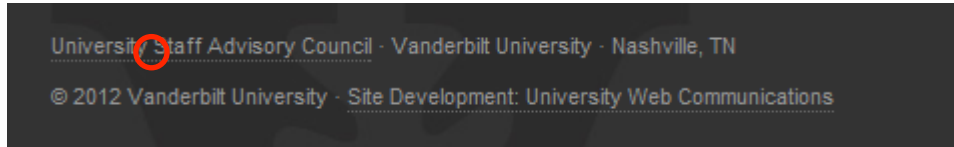
If it is the first reading... Next month we will have our second and final reading of this proposed recommendation, followed by discussion, possible amendments from the floor, and a final vote.

If it is the second reading... This recommendation will be submitted by the Council to Vanderbilt Administration.

8 All Website Update Procedures

How to log into Staff Council website

- Go to <http://vanderbilt.edu/usac/>.
- In the Footer (bottom of the page) click on copyright symbol to get to the log in screen.



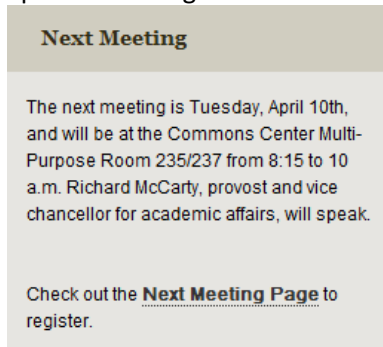
- Log in with your VUnetID and password

How to gain permission access to the Staff Council site

- If the webmaster is unavailable contact the Dept. of Web Communications and request to be added to the access list by filling out a ticket.
<http://web.vanderbilt.edu/contact-us/>
- click on "Request help with your website (for **current** clients)

Information that Needs to be Updated on the Website

- Update Meeting location in the website sidebar



- Update the Meeting location on the Next Meeting page
<http://vanderbilt.edu/usac/meetings/next.php>
- Upload Meeting Minutes (*upload DRAFT minutes each month, then repost with final voted upon minutes the following month*)
<http://vanderbilt.edu/usac/meetings/minutes.php>
- Upload Meeting Video (link provided by John Brassil)
<http://www.vanderbilt.edu/usac/meetings/meetingvideo.php>
- Upload Meeting Resource Files
<http://vanderbilt.edu/usac/meetings/resources.php>
- Upload files to the Document Archive
<http://vanderbilt.edu/usac/document-archive.php>

Requesting Changes to Staff Council website

- Contact one of the Communications Chairs, currently Kara Furlong (kara.furlong@vanderbilt.edu) and Chris Boshers (chris.boshers@vanderbilt.edu), and ask for your information to be uploaded to the site.
 - Include the following information
 - The page the information is to be uploaded to.
 - If info is time sensitive **when** can it be added to the website?
 - Any media files to be added (links to Youtube videos, pictures, and documents)
 - *If the information is very high level regarding sensitive Staff Council or Vanderbilt University policy information the request should be made by the Council president or their designate.*

Locking Pages

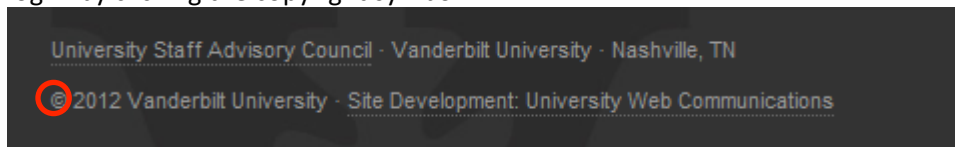
- Contact Dept. of Web Communications and fill out a ticket
- <http://web.vanderbilt.edu/contact-us/>
- click on "Request help with your website (for **current** clients)"
- **Note:** The site webmaster (admin) can do this but full control has not been granted. After the site webmaster has been granted permission, locking and unlocking pages can go through them. There is limited ability to lock some pages, but Kevin Webb is still getting familiar with this feature.

List of Locked Pages

TBD – Executive Committee needs to discuss pages that should be locked to avoid normal Staff Council editors from editing. There should only be a handful of these.

Editing a Page

- Go to the page you want to edit
- Log in by clicking the copyright symbol



- Enter our VUnetID and password

- Click the green edit button



- Enter your changes and press save



- Click "Publish Now"
- Enter a descriptions of the changes made on the page.

Version Description:

0/256(count)

- Press "Publish"

Publish