

## **Operations Plan Appendix Catalog**

### **Appendix**

- 1 Repeated unexcused absence email
- 2 Election email to solicit representatives to run/join Staff Council
- 3 Election Call to cast your vote for your representatives
- 4 All Website Update Procedures
- 5 Email Soliciting Staff Life Issues via Staff Council President
- 6 Reading of Recommendations at Staff Council Meetings

**1 Repeated unexcused absence email sent by Membership Committee**  
**(SAMPLE)**

*Dear (NAME),*

*You were missed at our **August** and **September** 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 either Shelley Jewell ([shelley.jewell@vanderbilt.edu](mailto:shelley.jewell@vanderbilt.edu)) or Chris Bransford ([chris.bransford@vanderbilt.edu](mailto:chris.bransford@vanderbilt.edu)) assuring us of your continued interest in Staff Council.*

*In addition, when you receive the USAC Meeting RSVP link, please reply and let us know whether or not you plan to attend. For your convenience the RSVP link is open for a few days following each meeting as well.*

*We look forward to seeing you at our next meeting scheduled for **8:30 a.m., November 9, at The Commons.***

*Membership Committee Members, Shelley Jewell & Chris Bransford*

## **2 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>

### **3 Election Call to cast your vote for your representatives (SAMPLE)**

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.

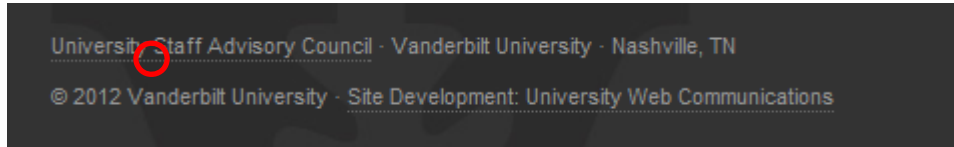
Please choose no more than two candidates.

Kinney, Edward  
Stevens, Robert

## 4 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.



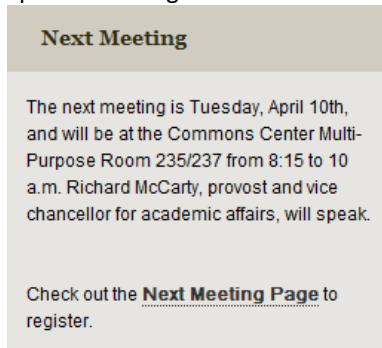
- Log in with your VUnetID and password

*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

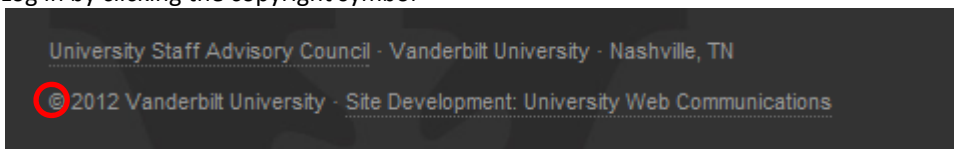
- Contact Dept. of Web Communications and fill out a ticket
- <http://web.vanderbilt.edu/contact-us/>
  - click on "Request help with your website (for **current** clients)
- **Note:** The site webmaster (admin) can do this but full control has not been granted. After the site webmaster has been granted 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

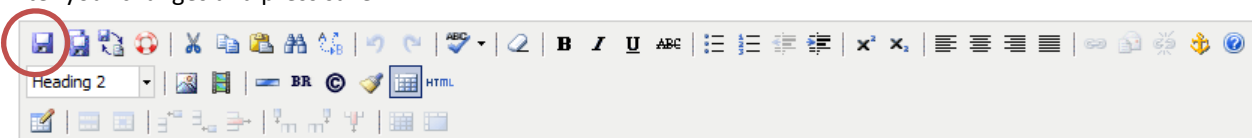
- Go to the page you want to edit
- Log in by clicking the copyright symbol



- 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**

## **5 Email Soliciting Staff Life Issues via Staff Council President (SAMPLE)**

Dear Vanderbilt Staff Members,

The University Staff Advisory Council (USAC) is an advisory group to the Vanderbilt administration and staff on issues, policies and practices that affect the university. At this time, we are soliciting everyone we represent to help us determine issues, concerns or ideas that you would like USAC to investigate or consider. No matter how big or small the thought, we would like to hear from you!

If you have any ideas for new issues you would like to see addressed or comments regarding the issues currently being addressed in the message below, please take a minute to email either of the following USAC Staff Life Committee Co-Chairs:

Alfred Brady,[alfred.l.brady@vanderbilt.edu](mailto:alfred.l.brady@vanderbilt.edu) Andy Richter,[andy.richter@vanderbilt.edu](mailto:andy.richter@vanderbilt.edu)

USAC is comprised of university central staff members who are not in union-eligible positions. Each employee of VU is represented by two or more USAC representatives. To identify the reps for your dept. go to <http://www.vanderbilt.edu/usac/people/>. The subcommittee, Staff Life, looks at issues which are submitted by you, our constituents. These may be ideas, suggestions or concerns that you have for the improvement of our work life at Vanderbilt.

Below is a list of issues that have been previously tackled by USAC and have already resulted in a recommendation to administration. You can find more information on these policies on the USAC website at <http://www.vanderbilt.edu/usac/> and/or at the HR website at <http://hr.vanderbilt.edu/>.

- Bereavement Policy
- Short Term Disability Coverage
- Vanderbilt Child Care
- Identity Theft Protection
- Breastfeeding Spaces

Below is a list of issues that USAC is currently addressing:

- Orientation and Training
- Flexible Paid Time Off (flexPTO)
- All Gender Restrooms
- Recognition Program
- Retirement Benefits
- Return to Work Policy
- Civility, Appreciation, and Respectful Workplaces (CARE)

Any time during the year you are welcome to submit comments through our USAC suggestion box on our website (About USAC > Comment Form) <http://www.vanderbilt.edu/usac/> .

If you are experiencing an issue that is specific to you or your work area, you should contact Human Resource's Employee Service Center at the following website: <http://hr.vanderbilt.edu/esc/>

From all your representatives on USAC, THANK YOU FOR YOUR INPUT!



## 6 **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.