

# University Staff Advisory Council - August 8, 2000

## Meeting Notes

**Location:** Sarratt, room 189

**Time:** 8:30am - 10:00am

**People in attendance:**

John Brassil (president), Phil McGovern (vice-president), Hilary Forbes (secretary), Andrew Atwood, Pam Bergeron, Faye Binkley, Tammy Boclair, Betsy Carrall, Dawn Chanaca, Beth Clark, Karen Cunningham, Susan Davis, Judith Dawson, Mary Demarest, Karen Dolan, Eric Dye, Mary Lou Edgars, Ginny Featherston, Joe Fisher, Suzanne Herron, Deborah Hightower, Janet Hirt, Tanish Horner, Sue King, Willa Dean Martin, Nancy Jackson, Lisa Johnson, Mary Lange, Mary Lucus, Brenda McKee, Kathy Morris, Anna Parish, David Price, Vi Prosser, Bill Randlese, Sheri Reynolds, Terrie Spetalnick, Judy Thompson, Bridgette Willette, F. Clark Williams, Jr., Sandy Winters, Melissa Wocher, and Maureen Writesman.

**Call to Order:**

John Brassil called the meeting to order at 8:30am. He welcomed new members and introduced, himself, Phil McGovern and Hilary Forbes as the new officers. John outlined the format for this meeting and current meetings asking that people follow a casual example. No need to follow "Robert's Rule of Order."

He also did a brief review of the agenda for this meeting

Minutes from the June meeting were approved.

John made a special comment about the "First Day" school program organized by Metro School. The University is supporting this day by allowing staff to use a personal or vacation day to attend the first day of school with their child(ren). He suggested the USAC draft a resolution thanking the University for supporting this day. A few questions were asked about the day and how people would be able to take time away from work. A few comments were made in questioning voices about the University only allowing people to take their personal time and why should the University be recognized for that. John argued that we should acknowledge the University

for even recognizing the day and that this may just be a first step for it. In the end, the motion to write a resolution was passed.

Terrie Spetalnick discussed the re-apportionment of groups represented on the USAC due to departmental moves and restructures. Questions were asked by the group if this would affect the elections just held. The elections held were for event number groups and the re-apportionment only affected odd number groups so the elections are still considered valid.

### **Special Presentation:**

Veronica Burns, from Human Resource Services, presented three new policies implemented this past year by HRS; Alternative Work Arrangements, Anti-Harassment, and Equal Opportunity/AA. These policies can be found on the web at: <http://www.vanderbilt.edu/HRS/policies/hbook.htm> (the Alternative Work Arrangements policy is not yet on the web, but can be accessed through this address in the near future),

### **Committee Reports:**

#### *Traffic and Parking - John Brassil*

Jim Kramka will come to a USAC meeting later in the semester. Traffic and Parking has developed new registration applications and they should be available by August 7. However, there still appears to be some difficulties, but they should be completed in the near future. Staff must register on-line, but if you cannot do so information was provided (on the flip side of your meeting agenda) as to what your options are. The annual fee is \$168. Payroll deduction of \$14 month is pre-tax. Spaces in Lot 16, in front of the University Club, have been re-configured and now include metered spots to replace the parking that is no longer available due to the closing of the Athletic Garage.

A concern was mentioned about construction workers' ability to park in spots all over campus when (as far as we know) they are not paying for parking on campus. John suggested that they speak directly with Jim Kramka. (A new representative to the committee is needed for this year because John cannot serve since he is the president of USAC.)

#### *Executive Committee - Phil McGovern*

At the last meeting Susan Metzger and Donna Thomas talked about re-classification of Secretary III and Clerk IV throughout the University. This did not appear to effect compensation. This was done to simplify the current structure, eliminate overlap, assure consistency in the minimum requirements, and to identify progression paths.

Next meeting is August 23 at 11:30am in the ACIS conference room in the Hill Center.

### *Special Events - Ginny Featherston*

In April 2000, the recommendation made by this committee were approved by the new administration so that there is now a University Events committee under which this Special Events committee will operate. The Executive Director of University Events is Cynthia Morin. She will come to future USAC meetings.

The Tailgate for University Staff is scheduled for September 23. Vanderbilt will play Duke and the kick-off is at 6:00pm and tailgate will begin around 3:00/3:30pm. Tickets will be given out at the tailgate. There will be plenty for everyone. The tailgate will provide food and games, so the committee is looking for 60 volunteers (hour-long shifts) to help with the event. Volunteers can [e-mail Ginny](mailto:Ginny) at or call at 3-6628. People can also contact Karen Dolan at 3-8061. Look for flyers in the mail. You can reserve your tickets using the cut-off on the bottom of these flyers.

### **New Business:**

John Brassil asked that all the USAC representatives go back to their departments/offices and talk to their constituents about what issues concern them most that the staff council can address this year. Representatives need to bring these issues back to the September meeting. As a whole council we will discuss on September 12 what projects to tackle this up-coming year.

John Brassil will contact the Chancellor's office about when he will be able to meet with and speak to the USAC.

We will be looking for volunteers to serve on USAC committee, but those will be firmed at the next meeting when we have a sense which committees will operate in this year. The Special Events committee does not need any volunteers for the year.

John Brassil also made an announcement for the Psychological and Counseling Center. They will be offering a group for couples to talk about

making their relationships as healthy as possible. This is not geared toward couples that are having serious problems. This group is more for couples hoping to enhance their relationships.

John's last announcement was about the University and Medical Center Staff Councils' mixer on Friday, August 18 from 11am to 1pm at McTyeire Hall. All USAC members were invited to attend this event.

**Meeting Adjourned:**

The meeting was adjourned at exactly 10:00am.

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