

University Staff Advisory Council - November 14, 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, Faye Binkley, Tammy Bocclair, Jeana Carlock, Betsy Carroll, Beth Clark, Teri Creech, Karen Cunningham, Susan Davis, Judith Dawson, Mary Demarest, Mary Lou Edgar, Lola Fitzpatrick, Suzanne Herron, Janet Hirt, Tanish Horner, Nancy Jackson, Kathy Jantz, Sue King, Mary Lange, Mary Lucus, Willa Dean Martin, Brenda McKee, Richard Murray, Anna Parish, Bill Randles, Sheri Reynolds, Gwen Simpkins, Terrie Spetalnick, Judy Thompson, F. Clark Williams, Jr., Bridgette Willette, Sandra Winters, and Maureen Writesman.

Regrets:

Bill Corbin

Call to Order:

John Brassil called the meeting to order at 8:30am. John reviewed the agenda for the meeting. He mentioned that Susan Metzger's presentation may be held until the December staff council meeting, but that would be determined later in the meeting. Minutes from the October meeting were approved.

Committee Reports:

Executive Committee - Phil McGovern

The Executive Committee met with Cynthia Morin from the University Special Events office. They expressed their concerns to her about how the Service Award program was handled this year. None of these concerns were new to her. Morin told the Executive Committee that due to limited time and confusion and miscommunication between Human Resource Services and the Special Events office, the Service Award program did not run as well as they had expected. Next year, the Special Events office will be responsible for all logistics related to this event. The Human Resource Services area will be responsible for all communications related to the event. In addition, next year's event hopes to bring VUMC and VU together. All staff who have been at the University for 10 years or more will be recognized. However, only people who have remained at Vanderbilt for 40 years or more will have their bios read during this ceremony. Employees being recognized for 5 years of service will receive pins that will be distributed through their

departments. The Special Events office is already beginning work to plan next year's event and the biggest challenge is where to hold this event. Langford Auditorium and Memorial Gym were discussed, but nothing has been decided. An advisory group will be formed to help plan next year's event.

Melissa Wocher (not present at this meeting, but John spoke for her) was drafting a resolution to let the University know how unsatisfied the employees were with the Service Awards program this year. John Brassil asked the present council members if we should still work on this resolution or do we feel our concerns have been sufficiently heard and will be incorporated into next year's event. After much discussion about whether to drop this issue or file a formal complaint through the resolution, it was decided that staff council members would talk to their constituents about this and come to December's meeting with what we should do. The Special Events Committee of the staff council will take whatever message we chose to send to the Special Events office.

The next Executive Committee meeting is Wednesday, November 29 at 11:30am in the offices of ACIS/Information Technology Services in the Hill Center on the Peabody campus. Any interested person is welcome to attend.

Benefits Committee - Terrie Spetalnick

The last time this group met was to discuss the new healthcare provider, United Health Care. This is old news to most since we just completed Open Enrollment. The Benefits committee will meet again before our next staff council meeting, so Terrie will have new news to share at that time.

John Brassil made a comment about the new appointees to this committee - Bill Corbin and Janet Hirt. Terrie Spetalnick will continue to serve on this committee.

Traffic and Parking Committee - F. Clark William, Jr.

A meeting has not been held since our last staff council meeting with Jim Kramka, the head of Traffic and Parking spoke to us. However, there F. Clark did have news to share with us. As of December 1, Jim Kramka is leaving Traffic and Parking to become the Director of Assignments in the Office of Residential and Judicial Affairs.

Special Events - Sue King and Teri Creech

Winter Festival 2000 - Monday December 11 from 2:30pm - 5:30pm

This year's idea is to bring together VUMC and VU employees. The Special Events offices wants to make sure that every employee receives a gift, but what that will be has not been decided. Posters for this event are not yet ready. However, Midora Lockhart (Special Events Office) will contact John Brassil when they are available.

Old Business/New Business:

We will not draft resolution for the holiday party. We will not address bereavement because Human Resource Services just published a new policy on this topic. Terrie Spetalnick read her draft resolution on Short Term Disability.

Q: What is meant by the waiting period for long term benefits?

A: Long term disability insurance pays 60% of an employee's salary, but only after a waiting period of six months after the employee is declared disabled.

We made a few suggestions about revising the text so as not to limit ourselves. The updated resolution is:

- **RESOLUTION URGING SHORT TERM DISABILITY COVERAGE**
Protection from loss of income in cases of illness and disability is an important and valued benefit for staff. Although Vanderbilt's sick time benefit provides useful protection, it is inadequate for those of us who become seriously ill or injured. Eleven years, three months of uninterrupted service are required to accrue ample sick leave to sustain a Vanderbilt staff member's salary through the waiting period for long term disability benefits. This is a significant potential exposure for the vast majority of staff. University Staff Advisory council therefore urges the administration to address this deficiency by providing free or affordable short term disability insurance, creating a sick bank, or some other means.

Terrie read this resolution and it was moved by Sue King that we adopt it, and seconded by many. None were opposed.

Where are we with tuition benefits? Mary Lucus, chair of the USAC Tuition Benefits's Committee, mentioned the research that has already been completed by last year's committee. She would like to revitalize that committee because this is an important issue to most all staff. John Brassil discussed this issue with Darlene Lewis and learned that HRS is willing to look at this issue. However, she wants to address this concern in the Staff Satisfaction Survey and look at tuition benefits as part of the entire benefits package, rather than on its own. They also want to look at tuition benefits in relation with how they aid recruitment and retention of employees. So, it sounds as though this USAC committee will remain on hold until HRS has done the research they feel is necessary.

One request was made - Can USAC have a voice with the people who will develop the Staff Satisfaction Survey so that this important issue is adequately addressed in the survey?

John Brassil is meeting with Chancellor Gee on Wednesday, November 29. He will bring this issue to his attention. He will then report back to the Executive Committee, later that day, about what is discussed.

What is happening to the time line of the Staff Satisfaction Survey? Because the University will employ an outside party to design and oversee this survey, this will take more time than originally expected. A survey is anticipated for distribution in late Spring, but that is not confirmed.

Are there other benefits issues that Darlene Lewis can approve? John Brassil could not speculate on this. Sue Davis will look into how library benefits can be extended for staff.

Terrie Spetalnick presented a draft resolution for child care. This issue has existed for several years. The cost of the hospital and university child care centers are similar but not identical. As of two years ago, costs were comparable to other NAEYC-accredited center in Nashville. Currently the Belcourt child care site is limited to Hospital staff. This resolution supports a proposed broadening of the eligibility policy.

- **RESOLUTION IN SUPPORT OF VANDERBILT CHILD CARE**
For many parents, quality on-site child care is the single most useful program that Vanderbilt can provide to help balance employment with responsibilities outside of work. However, combined waiting lists for the Vanderbilt centers number in the hundreds. Extending eligibility of the Belcourt Avenue location to families of all Vanderbilt employees and expanding the combined centers' capacity by 50% would give more staff members access to this family-friendly benefit. University Staff Advisory Council therefore supports the proposed integration of University and Hospital Child Care Center and expansion of both locations.

Terrie read this resolution and it was moved for approval by F. Clark Williams, Jr. and seconded by all. None were opposed.

Announcements:

Winter Festival 2000 is schedule for Monday, December 11 from 2:30pm - 5:30pm. Posters will be ready soon.

The Athletic Department is partnering with the Susan Grey School. Tickets sold at two specific games (one - women's basketball/one- men's basketball) will benefit the Susan Grey School. There was a little confusion about which games will be associated with this benefit. Tami Boclair will look into this for us.

Special Presentation:

Susan Metzger - Classifications and Compensation (C & C)

Susan distributed a "Position Classification Process" flowsheet and walked us through the process. Any position needs to have a Position Description Questionnaire (PDQ) completed before classification or compensation can change. The initial step in this process look specifically at the position, not the person in the position. The individual only comes into play when the position is reclassified and a department or office is looking to fill that new position.

The PDQ form is on the HRS website. From the HRS website, go to HRS Tools. PDQ is in the list of forms. The file is in Word or PDF format.

The VUMC C & C website was recently overhauled. They have more up-to-date information than the University C & C site. VUMC has done more to meet because of a joint commission that focused on this topic.

A few questions for Susan were:

What happens to a whole class if it is being reclassified?

Usually this is handled on the department level, but sometimes C & C will lead this effort.

Is there an effort to decrease the total number of classifications?

Yes - C & C has worked to decrease 900 classifications to 600, but more is to be done in the future.

Puzzled about the separation between VUMC and VU in terms of classifications?

C & C works to have one complete set of titles for both VUMC and VU. They also work to have one complete pay range scale for VUMC and VU. However, due to the differences between what happens at a University versus what happens in a hospital, the job descriptions, at times, can be a little different.

Is "Pay for Performance" a real option?

Yes - but it may not be supported by all. There appears to be some pressure (not sure from where) to bring pay increases for all employees closer together. There is a limited amount of funds that can be used for pay increases. Giving more to one may greatly decrease what can be given to others.

Susan ended by saying that it sounds as though employees and their supervisors may need to work more closely to balance expectations of the job with the reality of what can actually be accomplished.

Meeting Adjourned:

The meeting was at 10:00am. The next staff council meeting is Tuesday, December 12 in Sarratt 189.