

Vanderbilt University  
University Staff Advisory Council  
**Minutes of the Meeting**  
**Tuesday, March 12, 1996**  
**8:30 a.m.**  
**Rand Hall Faculty Dining Room**

Representatives, alternates, ex officio members, and guests present: Burton Augst, Patrick Bembry, Nan Bilotto, Deborah Blunt, Sylvia Boyd, Brenna Chapman, William Corbin, Karen Cunningham, Susan (Sue) W. Davis, Timothy Dempsey, Lera Douglas, Virginia Featherston, Althea Gee, Christine Germino, David Greenlee, Jessica Guenther, Robert Halliburton, Mary Halloran, Pamela J. Harrell, Fran Hoogestraat, Rosalind Johnson, Jennifer Keen, William Longwell, Mary Lucus, Brenda McKee, Patsy Myatt, Zorica Oatley, Mark Petty, Lewis Saettel, Sue Ann Scott, Susan Slay, Donna Smith, Terrie Spetalnick, James Taylor, Brent Tener, Jeannie Rice, William A. Jenkins, Richard L. Smogur, and Kyle Cavanaugh.

Regrets: Michelle Bell, Leslie Boone, Rebecca Brewington, Teresa Cowdrey, Tracy Crouch, Ruby Fisher, Kathy Horton, Brent Tenpenny, Judy Thompson, Lynda Wyatt and Elaine Goleski.

Meeting was called to order by President Bill Corbin at 8:30 a.m. in the Rand Hall Dining Room. Mr. Corbin welcomed all representatives, alternates, guests, and ex-officio's to the meeting and reminded everyone to sign the roster to ensure an accurate record of attendance.

Approval of February 1996 Minutes --

Mr. Corbin sent the February 1996 minutes sent through E-mail and campus mail. Some minutes were returned because servers were down. If you did not receive a copy, there are copies available. Also, if anyone has recently gotten access to E-mail, please indicate your address on the roster and future minutes will be sent using E-mail, which saves time and expense. Mr. Corbin then called for any corrections or additions to the minutes. No changes were requested. Mr. Corbin called for a motion to approve the minutes as distributed. It was moved by James Taylor and seconded by Bill Longwell that the February 13, 1996 University Staff Advisory Council minutes be approved as distributed. The motion passed and the minutes were approved as distributed.

Mr. Corbin announced a change in the agenda. The scheduled guest speaker, Donna Buehler, Manager of the Employee Assistance Program, could not attend because she was on jury duty. However, Kyle Cavanaugh will substitute for her, but could not be

present until 9:00 a.m., so the meeting will start with committee reports and other business.

First, Ms. Donna Smith announce two programs that are starting in Campus Recreation. The first is a new program for staff children called Saturday Camp. It starts this Saturday and the hours are 9:15 a.m. to noon for the next six weekend. The program is designed to accommodate parents while they workout, shop, or run errands. It is for ages 6 to 12. The other program is the Summer Youth Program. Dates have been set and registration begins April 1, 1996. The Youth Program includes a swimming camp and a new Friday overnight program. Information sheets about both programs were distributed.

#### Committee Reports:

Traffic and Parking -- Chris Germino

Ms. Germino stated that the last meeting was canceled and has not been rescheduled.

Ad Hoc Committee on Benefits -- Terrie Spetalnick

Ms. Spetalnick was not yet present. Mr. Corbin stated that the benefits survey was out and responses are being received. The information is currently being compiled and analyzed. Next month the committee plans to make a joint presentation of the results with Jane Bruce from the Benefits Office. Jane Bruce is to write a series of articles based upon the survey. The survey and the work of the committee has been a successful effort for both the Council and the Benefits Office.

Benefits Committee -- Francene Gilmer

Ms. Gilmer was not present. Ms. Rice reported that there was nothing new to report from the last meeting.

Ad Hoc Committee on Fundraising -- Brent Tener

Mr. Tener reported that the committee has developed recommendations for the Council to review. The Ad Hoc committee started with four recommendations. Those recommendations were discussed at the last Executive Committee and have been amended to the three recommendations being presented today for discussion and a vote. The contributing committee members are Leslie Boone, Karen Dolan, Francene Gilmer, Elaine Goleski, Jessica Guenther, and Brent Tener.

The first recommendation is: "1. Request that the Council draft and approve a resolution that encourages a commitment to community service through philanthropic activities and fundraising."

The committee felt that fundraising was important enough idea to have the support of the Council. The first thought was to incorporate the idea into a mission statement for

the Council. The Executive Committee felt a mission statement wouldn't be appropriate and could cause a conflict with the Council's bylaws as to the purpose and scope of the Staff Council. There were no questions or discussion on the first recommendation.

The second recommendation is: "2. Request that the Council encourage the Administration to actively pursue and promote volunteerism among Vanderbilt faculty and staff." Mr. Corbin, upon request of the Council, sent a memorandum to Mr. Carr about the Council's desire to encourage volunteerism at Vanderbilt through a formal policy. The memorandum stated that although volunteerism is encouraged, there is no mechanism or procedure in place to support and/or give guidance on encouraging or fostering such activities. Mr. Carr has responded to the memorandum and is willing to discuss the idea. He has instructed his administrative assistant to schedule a meeting to discuss the development of a policy. There were no questions or discussion on the second recommendation.

The third recommendation is: "3. Fundraising activities should be focused on increasing participation in the Staff-Faculty Campaign. If the Flea Market Committee continues to operate as in previous years, the Council may continue to offer the same support through the use of the Staff Council name as a sponsoring body and the work of volunteers." Mr. Tener stated there are problematic issues with regard to the Flea Market that the Council should discuss and may need to vote on at some later time. With regard to fundraising, there were a lot of good ideas put forth that were discussed in depth by the committee. But it all came down to how much time the Council wanted to spend on fundraising and what was the appropriate mechanism for the Staff Council. It seemed appropriate to the committee and the Executive Committee that the Council should encourage participation in existing activities like the Faculty-Staff Campaign. The Council could identify causes to which we might encourage individuals to donate. This does not preclude future Councils from identifying and participating in fundraising activities. Each Council would be free to address other outside fundraising activities. The Executive Committee felt that promoting our own fundraising activity fell outside the scope and purpose of the Council as written in the bylaws. The Ad Hoc Committee discussed numerous ideas for fundraising activities, but when viewed within the limitations of the University's no solicitation policy, the committee decided not to recommend any specific activities.

It was asked what ways or mechanisms did the committee believe could be used to encourage participation? Also, what is the reason behind selecting the Faculty/Staff Campaign? What value or purpose does it serve?

Mr. Tener responded that there was more discussion of this at the Executive Committee than within the Ad Hoc Committee. It was his understanding that the nonexempt staff had only recently been added to the campaign. In the past, it was only for faculty and exempt staff. The idea that everybody is now asked to participate is new and appealed to the committees. There was discussion that a lot of staff members don't feel that they should be asked to give. They are also being asked to give to the United Way. There are also some other issues involved and individuals have varying ideas and opinions about giving. The Executive Committee felt that with the Campaign, there is a good mechanism in place and a structure already setup. This would enable the Staff Council to identify the areas of interest for the staff, like the Staff-Faculty Hardship Fund. Employees can earmark funds to the Staff-Faculty Hardship Fund or other entities on campus. Encouraging such participation seemed to be an appropriate action for the Council.

It was commented that, in the past, there has been some negative feelings about the Faculty/Staff Campaign among some non-exempt staff. Would it be helpful to better promote the campaign?

It was recommended that the Council could invite the chair of the campaign to come and make an address to the Council about what the options are with the campaign.

Mr. Corbin requested to comment about the sponsoring aspect of the recommendation. Mr. Corbin's concerns have been that the Council is a University Staff Advisory Council and the bylaws state the purpose of the Council. Mr. Corbin read the bylaws from Article I, Section 2. "The council's purposes shall be:

- A. To act as an advisory group with both administration and staff on problems and policies that affect the university and the people it serves;
- B. To establish and maintain communication between university staff and administration on all levels; and
- C. To establish and maintain effective communication among staff of the university."

Mr. Corbin stated that this is the purpose of the Council and he personally does not see that fundraising falls within the purpose of the Council. The only way it could would be to amend the bylaws and Mr. Corbin would be against such an action. Mr. Corbin stated that this does not mean that the Council could not lend support and volunteer help the Flea Market or others in their fundraising efforts or activities. Mr. Corbin also stated that the Flea Market Committee is not an official Council committee and the Council should be careful in lending its name to activities over which it has neither control nor direct responsibility.

Mr. Tener commented that there is a difference between sponsoring an activity and participating in an activity. This is the issue for the Council with fundraising. The

Executive Committee believes it is acceptable to encourage participation, but sponsoring an activity is different and is really outside the scope of the Staff Council.

A comment was made to put the Flea Market in historical content. The Flea Market started as a Staff Council activity many years ago. The members of the committee were also members of the Staff Council. Over the years the membership of the Flea Market committee had not changed, but those members were no longer Council members. However, they continued to coordinate the efforts of the Flea Market and requested Staff Council assistance. While the Flea Market committee is no longer an official Staff Council committee, it did start as one. There was no disagreement to this comment.

Mr. Tener requested a motion to accept the three recommendations from the Ad Hoc Committee on Fundraising if the last sentence from recommendation 3 ("If the Flea Market Committee continues to operate as in previous years, the Council may continue to offer the same support through the use of the Staff Council name as a sponsoring body and the work of volunteers") was deleted. Mr. Tener stated that the recommendations are a blueprint on how to handle fundraising issues by the Council.

Mr. Corbin then called for a motion to approve the three recommendations from the Ad Hoc Fundraising Committee as amended by the Staff Council (the deletion of the last sentence of recommendation #3). The motion was made by Burt Augst and seconded by Bill Longwell. Mr. Corbin then called for further discussion on the motion.

A question was asked if the recommendations would stop the Council from supporting the Flea Market. Mr. Corbin restated that the support of the Flea Market is a separate issue and that these recommendations are neither withdrawing support from the Flea Market nor endorsing it. The fundraising issue is not a stated purpose in the bylaws of the Council and the Flea Market Committee is not an official committee of Staff Council. Mr. Tener stated that, in the past, sponsorship of the Flea Market has been assumed, but the Council should vote each year on whether to support the activity or not.

Mr. Tener also restated that the Council is voting on a blueprint on how to handle fundraising issues in the future. It is not a vote on what fundraising activities, if any, should be undertaken.

There was no other discussion on the motion. Mr. Corbin called for a vote on the motion. The motion carried. Mr. Corbin then stated that he would consider any motions about supporting the Flea Market as new business or at another meeting.

Executive Committee -- Brent Tener

The next meeting will be March 27, 1996 in 108 Baker Building -- the Opportunity Development Center's conference room. The time will be 11:30 a.m. to 1:00 p.m..

There were no other committee reports.

Mr. Corbin thanked all who volunteered to be on the election committee. Elections will be held for all even numbered groups. Lists will be obtained from Human Resources and the committee will rely on the current representatives and alternates to refine the list for accurate group identification. The committee members are: Sylvia Boyd, Ginny Featherston, Jessica Guenther, Ros Johnson, Jennifer Keen, Brenda McKee, James Taylor, Judy Thompson, and Brent Tener as chair.

Only one individual volunteered for the nominating committee. Mr. Corbin requested more volunteers or else he will start drafting help. The committee will be responsible for soliciting individuals for the vice president/president elect position which will be voted upon in either May or June.

Mr. Corbin introduced Kyle Cavanaugh, a Director in Human Resources, who is responsible for the oversight of the Employee Assistance Program (EAP).

Mr. Cavanaugh first distributed a fact sheet about the program giving its purpose, hours, location and a list of services. Mr. Cavanaugh explained that he would talk about the EAP and wanted all to think about what is in the program for each of us as an individual and also what is in the program for the people we work with.

First, although the program is physically housed in the Medical Center, its services are available to all Vanderbilt staff and faculty. Mr. Cavanaugh's talk will provide information on what the EAP is, what the program is trying to accomplish, the program's mission and goals, explain the evolution of the program, the scope of the services provided, how to access the services, and some key issues or concerns individuals have about the program.

Vanderbilt's EAP started in 1992 and the current staff member is Donna Buehler. The evolution of our program matches that of the evolution within the industry. Access to the services is mainly by self-referral, but there are other ways. The mission of the EAP is to provide a formalized assistance program for faculty and staff who have alcohol/substance abuse problems, emotional/behavioral problems, marital problems, financial and legal concerns which may adversely affect job performance and/or healthy functioning. The function of the program is to improve health and well-being by complimenting existing resources and to facilitate the prevention, early identification, intervention and remediation of behavioral health problems. Early EAP

programs started with only the alcohol/substance abuse area. Most programs, like Vanderbilt's, have been adding the additional areas. The key word in the statement is 'by complimenting'. Ms. Buehler does initial assessments and can handle the problems on a short-term basis. If more is needed, Ms. Buehler will refer the individual for long-term assistance.

The goals of the EAP are: To improve the health and well-being of faculty and staff; To contribute to long term cost containment efforts; To communicate that Vanderbilt cares about its people, and; To support Vanderbilt with the maintenance of a drug free workplace. To reach these goals EAP is increasing its interaction with other services on campus including Healthplus and Occupational Health. The drug free environment is required because the University receives Federal grants.

The birth and evolution of EAP's started with the focus on occupational alcoholism. Then the broad brush concepts started which included the emotional and behavioral areas. Vanderbilt runs as an internal EAP and the program is integrated with Healthplus, Occupational Health and Benefits. The pursuit of the program is to become as one with all these services and areas.

The scope of services provided include assessment and referrals for treatment. The assessments can be made over the phone, but most are done in a face to face meeting, then referrals can be made for assistance. Ms. Buehler does do short-term counseling. If, after the assessment, it is determined that counseling could be done in three to five sessions, the referral will be kept in house. If more time is needed, long-term counseling or assistance will be recommended. The program has set up a crisis intervention team to help with such issues as suicide. The EAP counselor is the main individual to handle the emotional fallout. The EAP does not do alcohol and drug testing, but it does do follow-up meeting and handles the monitoring of agreements for various programs. The EAP provides, at the department level, various training and educational sessions about drug substance abuse or stress management. The program will also help departments in developing in house training or programs to handle problems like stress management. The EAP is currently working on establishing a violence in the workplace program.

Individuals can access the EAP by self-referral, which usually involves just picking up the phone and calling. Most referrals are self-referrals. Supervisors can work with Employee Relations to have an employee referred who is being disruptive in the workplace or is having emotional problems. Employee Health Services sometimes refers individuals for short-term counseling for emotional or behavioral problems. Peer referral can also be done by communicating with the individual and trying to talk about self responsibility and direct the individual into self referral.

Some key issues about the EAP is its confidentiality. No data is released without the expressed written permission of the individual involved. The service is completely voluntary. There are no punitive aspects if an individual chooses not to continue the short-term counseling or follow up on the external referrals. The EAP does not charge for any of its services. The long-term external referrals could have costs associated with the services provided. The program is available to all full-time faculty and staff members of Vanderbilt University. The program is staff by a professional. Ms. Buehler is a CEAP (Certified Employee Assistance Professional) and a licensed clinical social worker.

Mr. Cavanaugh listed the hours (7:30 a.m. to 4:00 p.m., Monday through Friday) and location (640 Medical Arts Building). He encouraged everyone to check out the EAP and the Employee Health Services, both are good programs. Mr. Cavanaugh stated that the programs are one of the best kept secrets on campus. Appointments can be made by calling 6-0955 on campus or off campus is 936-0955. Voice mail and pagers are also used to get people into the system as soon as possible.

#### Questions and Answers:

Q: How does the level of Vanderbilt's EAP staffing compare with national standards?

A: Mr. Cavanaugh believes the University is on a growth pattern. In 1990, there wasn't a program, the program now has one full time staff member. The University needs to continually look at the services provided and the benefits received.

Q: Is the growth short-term growth or long-term growth?

A: More long-term growth.

Q: What type of services are setup for students and how many staff members are available for student assistance?

A: Mr. Cavanaugh did not have details of the services available to students since they are handled by a different arm of the university.

Q: Under some circumstances, some services are available to staff at the Counseling Center. What integration is there between the programs?

A: Individuals can go directly to the Counseling Center. Also, the EAP uses the Counseling Center as a referral resource.

#### Other Continuing Business

Mr. Corbin welcomed Fran Hoogestraat to the meeting. Ms. Hoogestraat is the new representative from Group 26-Athletics and is an Academic Counselor in the Athletic Department. Rick Thorpe is the alternate. He could not make the meeting. Mr. Thorpe is Director of Marketing and Promotions for Athletics.



There was no other continuing business.

New business --

A question was asked on what is the status of the FRA benefit on campus. Ms. Rice, a member of the University Benefits Committee, stated that the change will take effect on April 1, 1996. The issue was discussed at the last meeting and was left without change. The change will institute a five-year waiting period for new employees before receiving the benefit. The change will not affect any current employees.

It was commented that there should be an article in the Register explaining the change.

Mr. Jenkins commented that it has been decided to treat the FRA benefit like the tuition benefit and have a five-year waiting period. The effective date of the change will be April 1, 1996.

It was asked if the change affects both staff and faculty? Ms. Rice stated that it was her understanding that both staff and faculty will have the same waiting period.

Mr. Corbin stated that a letter, at the Council's request, was sent to the Benefits Committee Chair, with a copy to Mr. Jenkins, expressing the Council's support in continuing the benefit without change. To date, Mr. Corbin has not received a response from the letter.

There was no other new business.

Being no further business, Mr. Corbin thanked all present for coming. The next scheduled meeting is April 9, 1996, at 8:30 a.m., in the Rand Hall Dining Room. The Ad Hoc Benefits Committee and Jane Bruce will make a presentation.

The meeting was adjourned at 9:20 a.m. by Mr. Corbin.

