



Meeting Minutes: Tuesday, October 8, 2022 Online Zoom Meeting

PRESENT:

Albright, Dallas
Baughman, David
Beck, Rebekah
Bennett, Jennifer
Bishop, Faith
Bonner, Cheryl
Borgic, Kevin
Bourgoin, Jeremy
Bush, Marita
Butner, Sean
Carroll, Sara
Carroll, Chantry
Casey, Drew
Chai, Pearl
Champion, Brittany
Cochrane, Brian
Cole, Victoria
Cooley, Emma
Cope, Sara
Coradazzi, Danny
Crutchfield, Savannah
Cummings, Kenedee
Dawson, T. Renee
Dixon, Michele

Dodson, Michael
Elliott, Craig
Farst, Paige
Fogg, Christine
Gibbons, Sarah
Gilmore, Alana
Gioglio, Kaslista
Gyarmati, Krista
Harding, Amanda
Hastings, Lynn
Higgins, Ed
Hollifield, Michael
Jackson, Crystal
Johnson, Denise
Johnson, Linda
Kamtarin, Shahpar
Keever, Jeffrey
Kelley, Emily
Kiolbasa, Mary
Kurilko, Rachel
Lampley, Cassanora
Lawrence Givens, Tiffany
Long, Madeline
Maddox, Lynn

Manlove, Sharon
Manus, Sara
McKeever-Burgett, Adam
Naughton, Megan
Noote, Allie
Oliver, Lashaun
Patterson, Mundy
Pezzati, Katelyn
Poteete, Sarah
Pratt, Jeremy
Putnam, Sara
Rivas, Beth
Sierra, Bryn
Smith, Amy
Smith, LaDonna
Stumpf, Jean
Swayze, Sarah
Taiman, Matt
Walker, Susan
Weeks, Daravanh
Weisbrodt, Cathy
Wilson, Maisie

NOT PRESENT:

Adams, Charlton
Benitone, Hastings
Brust, Valerie
Carlson, Robin
Carro, Elena
Conwell, Patrick
Dickson, Nancy
Dixon, Amanda
Eubanks, Helga

Foggie, Christina
French, Caitlyn
King, Amanda
Knighton, Keeouka
Maraniss, Andrew
Masters, Richmond
Melson, Keire
Mitchell, Heather
Moody, Chance

Peters, Erin
Pring, Michael
Reed, Haley
Reeves, Kallea
Turner, Kimberly
Wang, Joanne
Watson, Hollie
Woody, Jennifer
Zink, Andrea

GUESTS:

Adams, Laura
Alini, Evan
Awalt, Brad – Guest Speaker
Black, Stacy
Braden, Luisa
Clark, Krystal – Guest
Speaker
Coppinger, Whitney
Croteau, Kelly
Culver, Tiffany

Gibson, Madison
Glasgow, Scotty
Grant, Jackie
Hessler, Soren
Johnston, Caroline
Kopstain, Eric
Leibowitz, Miriam
Miller, Tiffany
Moore, Teea
Naifeh, Jake

Painter, Meredith
Pastrana, Mikey
Richter, William
Tejeda, Rita
Wareham, Jolie Grace
Wood, Catherine – Guest
Speaker
Zaki, Sammy

WELCOME

Amanda Harding, President, called meeting to order at 8:31 am.

- Welcome
- Agenda Review
 - Mentor Program – Krystal Clark
 - 2023 Benefits – Catherine Wood
 - Health Plus & Go for the Gold – Brad Awalt
 - USAC Business and Committee Reports

KEYNOTE SPEAKERS

Krystal Clark, Director, Employee Learning & Engagement

Creating a culture of Mentorship

- Messages and resources are needed to make mentorship a staple of the employee experience
- Career design and growth need to become a celebrated aspect of the VU employee experience.
- Supervisors should encourage “next steps” in their employees' career at and/or beyond Vanderbilt University.

- As we continue to grow into being “One Vanderbilt,” it should be seen as favorable when employees connect with each other in the search of career advice and career opportunities.
- We want to retain great people at VU and we know that having a mentor has a positive impact on employee engagement and employee retention.
- VSMP will be one element used to create a culture of mentorship at Vanderbilt University.

GOALS:

- Foster the professional and career growth of employees
- Spark connections and offer access to potential mentors
- Create an opportunity for mentoring relationships to grow organically
- Begin to foster a culture of ongoing mentorship throughout the university

Expectations:

- The expectation is that this is a one-time mentoring conversation, which will provide the mentee with face time with a mentor who may provide insights on career and professional growth. Longer term mentoring relationships may evolve but are not guaranteed. This is an opportunity to naturally spark mentoring relationships.

Mentor Qualifications:

- Experts in their field or area, hold a leadership position, a willingness to share their experience at VU, have unique experiences and skills, passionate about supporting professional development of VU employees
- Employed at VU for a minimum of 12 months
- Must be willing to devote at least 3 hours to VSMP during the mentoring period
- Possess skills in reflective listening, empathy, sharing, and advocacy, and be willing to share insights from your experience
- Are culturally competent and able to effectively interact with individuals of various identities
- Will commit to supporting the professional growth of mentees
- Complete Skillsoft course and ELE mentoring webinar
- Must be in good standing with the University as decided in consultation with HR Consulting

Mentee Qualifications:

- Be prepared to discuss goals and career plans, and appreciate alternative viewpoints and advice
- Possess skills in reflective listening, empathy, sharing, and advocacy, and be willing to share insights from your experience
- Are culturally competent and able to effectively interact with individuals of various identities
- Must be in good standing with the University as decided in consultation with HR Consulting
- Complete Skillsoft course and ELE mentoring webinar
- Must have completed their initial employee Orientation period (90 days)

Call to Action:

- Visible and Vocal support, including:
 - Signing up to serve as a mentor and/or and encouraging your team members to sign up as mentors and/or mentees
 - Encouraging those on your team to sign up as mentors/mentees and to prioritize time to commit to the program

- Sharing your experiences with mentoring throughout your career to highlight the importance of mentoring
- Finding ways to make mentoring accessible to ALL interested employees within your reporting structure
- Encouraging and supporting all career exploration efforts of staff members

Timeline:

- Launch Event- October 18, 1:00-2:15pm in SLC Ballrooms
- VSMP Mentor/Mentee Applications Open- October 18th post launch event
- VSMP Applications Due: October 27th
- VSMP Mentoring Period – November 7th-December 16th
- VSMP Check-In/Revisit – January (National Mentoring Month)
- Ongoing- integrating elements of mentorship into existing elements of Vanderbilt’s culture and programming

Please email staffmentoring@vanderbilt.edu with any questions.

2023 Benefits

Catherine Wood, Executive Director, Total Rewards

Open Enrollment – October 17 – 28

What is included?

- Health, Dental and Vision Insurance
- Tax-Advantaged Accounts
- Basic and Supplemental Life Insurance
- Accidental Death & Dismemberment (AD&D)
- Short- and Long-Term Disability

Must actively enroll:

- Fully benefits-eligible faculty or staff members enrolled in health care in 2022 must make a 2023 election (or waive coverage) during Open Enrollment. If no action is taken, they will default to the Choice CDHP plan at their current tier (e.g., individual, family, etc.)
- Partially benefits-eligible faculty or staff members may select the Choice CDHP plan option (without VU HSA contribution) or waive coverage
- All benefits-eligible faculty and staff who currently have waived coverage, will still be waived unless you make a different election

Must Complete:

- Tobacco usage status
 - Attest to whether you or your covered dependents use tobacco; tobacco-free families save \$20 per month on health plan premiums
- Spousal Coverage
 - If you carry coverage for your spouse who has access to health insurance through another employer—including Vanderbilt University Medical Center—you’ll pay a spousal fee of \$100 per month
 - Review/update beneficiaries (including for your HSA account) & dependents

Virtual and On Campus Labs:

- Tues, Oct. 11, 2022, from 8 a.m.–noon
- Wed, Oct. 12, 2022, from 10 a.m.–2 p.m.
- Thurs, Oct 13, 2022, from 1 p.m.–5 p.m.

On campus lab:

- Sarratt room 189 Thursday, October 20, 2022, from 7 a.m.–5 p.m.
- Bring VUNET ID so that the enrollment process can be completed.

Benefits you can change outside of Open Enrollment:

- Life insurance
- Short-term disability insurance
- Long-term disability insurance
- Retirement plan contributions and investments
- Discounted pet, auto and home insurance
- If electing the Choice CDHP with HSA, you may change your HSA contribution amount, investment funds and beneficiary at any time

New Pharmacy Vendor

- New pharmacy provider: CapitalRx
- Participants will be receiving a new pharmacy card
- No plan design changes
- New Pharmacy Cards will be available early January

New EAP and Wellness Vendors

- Lyra new Employee Assistance Program (EAP) vendor
- Virgin Pulse new wellbeing vendor
 - Easier to access
 - Greater choice
 - Holistic health
 - Mental health & physical health

Go for the Gold -

- You must complete GFTG by **October 31, 2022**
- **2022 GFTG funds will be paid in January 2023. This is the last year to do GFTG as we move to our new wellbeing vendor January 1, 2023.**

Questions? openenrollment@Vanderbilt.edu or vu.edu/oe

Brad Awalt

Manager, Health Plus & Go for the Gold

Honored to have been presenting to USAC for the last 20 years

Thank you to USAC for great feedback; many suggestions have been implemented over the years.

- Advancing Healthy Lifestyle Practices
- HealthPlus will not providing services to VU after January 1, 2023.
- Mental Health has been a few tough years – physical and mental health is all about self-care.
- 3 steps of Go for the Gold:
 - Health Risk Assessment – Be Aware of Risks – takes about 15 minutes to complete
 - Wellness Action Log – Take Action – 15 options to complete; only 5 required

- Game Plan for your Health – Make A Plan – 3 minute video about how to set a goal
- All names are entered for doing the Health Risk Assessment - \$100 gift certificates.
- Can earn wellness credits if enrolled in VU Insurance.
- Branded as VUMC; but VU login and password works
- Questions – health.plus@vumc.org / 615-343-8943
- After January 1, 2023 – new vendor will be wellbeing@vanderbilt.edu

VUMC HealthPlus has appreciated providing health services to VU for the last 31 years and looking forward to seeing everyone on campus. Enjoyed partnering and working with you for many years.

COMMITTEE REPORTS

Communications

- Meet your Representatives Communication Campaign
- Goal: Introduce USAC Staff Members to their constituents
- Sign up to send an email from your group at the link in the chat.

EDI

- Last meeting was September 23
- Brainstorming session for our new initiative – how to make USAC elections more equitable and inclusive?
- build visibility and reputation
- Please contact Erin or Shahpar with ideas or suggestions.
- Next meeting 10/21

Events

- Coffee Break – 10/13 – Rand Terrace – 8:30 AM
- Food Distribution – 10/29 – Parking Lot 77 – 7:30 AM
- Next Meeting - October 18 @ 9:30am via Teams

Membership

- Birthdays - Tiffany Lawrence Givens, Andrea Zink, Robin Carlson, Kalista Gioglio
- Meet a USAC Member – Jennie Stumpf - Program Coordinator for Student Engagement and Community, Law School

Rules and Administration

- Robert’s Rules of Order information of the month is UNANIMOUS CONSENT:
If a matter is considered relatively minor and opposition is not expected, a call for unanimous consent of a motion may be requested. If the request is made by a board member the President repeats the request for unanimous consent of the motion and then pauses for objections. If there are no objections, the motion passes.

Staff Life

Current focus:

- Summary of issues on compensation transparency
- Survey to USAC members
- In the meantime, we encourage use of the anonymous feedback form on the USAC website or contact us directly
- Next meeting: Monday, October 17 @ 1:30

NEW and OLD BUSINESS and ANNOUNCEMENTS

September Meeting Minutes

- Approved

Kroger Card

- Sign up for/use/update your Kroger Card. Helping colleagues in need within the university community is easy when you use your Kroger Plus card to benefit the Vanderbilt Faculty and Staff Hardship Fund. <https://www.vanderbilt.edu/usac/initiatives/kroger-rewards.php>

Staff Census

- Remember to submit.

CLOSING REMARKS

Amanda Harding, President

- USAC Next Meeting:
Tuesday, November 8, 2022 –
Time: 8:30 AM
Location: Virtual Meeting
All staff members are invited to attend.

Meeting was adjourned at 9:48 am.

USAC Vision: Through communication, consultation, and service, the Council will promote a strong partnership among the staff, faculty, students, and administration of Vanderbilt University.