

University Staff Advisory Council
Minutes for Tuesday, August 8, 2006
Board of Trust Room
Student Life Center

Attendees: Becky Atack, Brad Awalt, Dan Cline, Cathy Crimi, Michael Crowe, Ashley Crownover, Tracy Cunningham, Mary Ann Dean, Michele Dixon, Kay Donigian, Mary Lou Edgar, Traci Fleischman, Sandie Frantz, Beth Hanson, Shirley Hiltz, Tiffany Ingram, Sue King, Bonnie Kress, Ginger Leger, Willa Dean Martin, Joyce Matthews, Ian McCullough, Brenda McKee, Shelley Meadows, Donald Pickert, Martha Reid, Kathy Rhodes, Robert Rich, Andy Richter, Karen Seezen, Lori Shepard, Mike Smeltzer, Chase Smith, Brian Smokler, Carol Soren, Susan Starcher, Davis Strange, Ginny McLean-Swartzell, Malah Tidwell, Carlos Trenary, Kay Tyler, Susan, Widmer, Cliff Wilson, Melissa Woche, Diana Wohlfahrt, Jeff Youngblood

Visitors: Lauren Brisky, Jane Bruce, Nim Chinniah

- Welcome New Members, Call to Order
 - Speaker: Diana Wohlfahrt, USAC President
- Sue King made a call for volunteers to assist with tailgating at the September 30 football game. Tailgating will take place between 3p and 5p. Anyone interested in volunteering should email Barbara.sammons@vanderbilt.edu.
- Diana Wohlfahrt introduced Cliff Wilson, USAC Vice-President/President Elect. Cliff currently works in Service Delivery. Cliff spoke briefly and let the Council know that if he could be of assistance to anyone, to feel free to send him an email.
- **Results of the Employee Satisfaction Survey**
Speaker: Allan Sterbinsky- Manager, Compensation

For more information about the community survey results, visit <http://hr.vanderbilt.edu/commsurvey>.

Allan opened his presentation by acknowledging that the 2 main issues that the Advisory Council previously raised were that many people never received the results of the 2004 survey and many felt that nothing was done to address issues expressed in the 2004 survey. Allan then discussed the process that was used to give information to campus leaders. First, he met with leaders from all functional areas of campus. These leaders were presented with simplified, focused results, and an emphasis was placed on taking action. Leaders were given sample agendas to use when meeting with their supervisors. They were also given online resources (available for viewing on above website).

After discussing the process that was used for sharing survey results with campus leaders, Allan discussed the timeline for sharing results. In early April, the survey closed and by

late May our vendor gave us the results of the survey. In late May and June, these results were shared with our top leaders and on June 19th, the Register ran an article sharing top-line results. By mid-June, functional leader meetings started. Each functional leader receives a customized notebook with their group results. To date (8/8/06), Allan had given 28 University and 13 Medical Center presentations. When complete, Allan will have presented 33 University and 18 Medical Center presentations.

Survey results presentation and comment analysis are both available at the above website. VUnet id and password will be needed to access results.

Question: What is the time line for work groups to receive results?

Allan stated that there was not a set deadline given for supervisors to give results. They were told to give results as soon as they could. If you don't feel that you have received your results in a timely manner, talk to your supervisory and ask when you might hear the results. They will have to identify the best time to share results with the most staff available.

Nim Chinniah asked that the group remember the time of year that we are in and understand that many people have been on vacation over the summer.

One area where the University lost ground was the item "Information on this survey will be used to make improvements"

Discussion was held surrounding "my pay compares favorably with similar positions in my job market". Lauren Brisky pointed out that while this was one of our lower scores, it was a negative score, and was rated as slightly above a 3 rating. Also noted was the fact that this score improved just slightly over the 2004 results.

Additional discussion was held surrounding who completes survey—groups, no internet access, etc.

Question: What recourse do we have if your group never receives their results?

Allan said that you should first talk to your "1-up" leader. If after this conversation you are still not satisfied, he asked that you email him.

- **How Does Vanderbilt Choose Staff Benefits?**
 - Speaker: Ron Ostefeld- Benefits Administrator

Ron walked the attendees through a Healthcare design case study. When a company chooses benefits, they first have to determine what type of plan they will have (i.e. HMO, PPO, POS, etc). Once a company selects the type of plan they will offer, they must do a cost analysis, make coverage decisions and make a request for proposal from the insurance provider. Once the proposal is received, final decisions about the benefits are made and communication about the decision is provided.

The case study that was discussed focused on cost analysis and coverage decisions. Once the group had made all decisions, and the budgeted funds were exhausted, Ron shared some scenarios with the group. Each scenario addressed a specific coverage issue that may, or may not, have been covered based on the groups decisions. The exercise was to help illustrate that different people have different coverage needs. Because of the difference in needs, it is very hard to design a plan that will match everyone's needs exactly.

It was also noted that VU pays 79%-80% of each eligible employee's healthcare premium.

- **Employee Celebration**

- Speaker: Susie Lyons- Manager, Employee Programs

Susie gave a brief introduction to Employee Celebration month highlighting events that would take place throughout the month. This is Vanderbilt's fourth year to celebrate its employees during the month of September. The Employee Celebration kick-off will be September 5. Susie also mentioned this year's road trip to the Vanderbilt/Alabama football game on September 9, campus tours, family matinees, hat day, brown bag lunch sessions plus many other exciting events that will take place throughout the month. Emails will be sent to staff members at the first of every week with events information.

Additional information about Employee Celebration month can be found at www.vanderbilt.edu/employeecelebration.

- **Call for Nominations for Secretary Position**

Diana Wohlfahrt called for interest or nominations for the Secretary position on the council. Andy Richter nominated Tiffany Ingram for the position, and she accepted the nomination. No additional council members expressed interest in this position, and Tiffany was elected as the Secretary for the 2006/2007 council year.

The next USAC meeting will be on September 12, 2006 in the Rand Function in Sarratt. Jane Bruce will be speaking about the upcoming Benefit Plan changes.