University Staff Advisory Council Meeting Minutes

Date: April 8, 2008
Meet Time: 8:30a.m.–10 a.m.
Meeting Location: Rand function Room, Sarratt Student Center

Attendees: Jean Alley, Brad Awalt, Diane Banks, Lora Barnett, John Brassil, Beth Clark, Michael Crowe, Sheri DiGiovanna, Michele Dixon, Daniel Dubois, Shawn Fagan, Sandie Frantz, Kate Gilbreath, Carol Guth, Sharan Hall, Shirley Hiltz, Nancy Holocroft, Jason Hunt, Faye Johnson, Rosalind Johnson, Sue King, Kristin Koval, Ginger Leger, Mary Kay Matthys, Ginny McLean-Swartsell, Brenda McKee, Jackie McMath, Kelli McQuiston, Craig Nance, JoAnn Patterson, Ronnie Pepper, Kit Potter, Don Pruitt, Kathy Rhodes, Robert Rich, Andy Richter, Karen Seezen, Mike Smeltzer, Lynn Smith, Roger Stearns, Courtney Taylor, Molly Thompson, Carlos Trenary, Jim Webb, Lolita White, Cliff Wilson, Melissa Wocher

Regrets: Becky Atack, Allison Bush, Ken Carter, Mary Clissold, Kevin Colon, Karen Daniel, Sue Davis, Mary Ann Dean, Richard Dennison, Marcia Dillard, Jeffery Duly, Traci Ferrell, Sterling Frierson, Robin Guest, Antoinette Hicks, Kathy Hutchison, Julie Martin, Joyce Matthews, Cheryl McClure, Shelley Meadows, Camilla Meek, Michael Jones, Brandy Kahlig, Robert Martin, John Nesbitt, Don Pickert, Brian Smokler, Carol Soren, Dennis Spann, Dan Steward, Carlos Trenary, Kay Tyler, Mary Clark Webb, Susan Widmer, Amy Williams, Jeff Youngblood

Visitors: Lauren Brisky, Jane Bruce, Cliff Joyner, Diana Wohlfahrt, Lance Hale, Mary Kerske, Kim Fuller, Jane Cornwell, Midori Lockett, Alley Yancey

President Cliff Wilson called meeting to order

Approval of the March Minutes, call to approve, second, approved with minor typo change

Introduction and welcome to guests: Lauren Brisky, Jane Bruce, Lance Hale and Cliff Joyner

Committee Reports:

Events- No Report

Rules and Administration- Please think about serving on a committee for the next academic year

Staff Life- Michelle Dixon reported the Staff Life committee has met with Jerry Fife at the last two meetings to discuss issues we would like to present to the USAC board. We will work on formal recommendations this month to present in May. We are also finishing up the FAQ’s and will submit them to the communication committee at the end of the month.

Communications- No report

Membership- Andy Richter reminded everyone that next month we will be conducting elections for all even-numbered USAC groups. Due to the recently approved reapportionment, there will also be elections to fill vacancies for a few odd-numbered USAC groups. The voting will be conducted online.
New Business - Jason Hunt reported that next month is also the election of USAC officers; think about running for USAC Vice President or Secretary. Nominations and voting will be at the next Monthly meeting.

Feature: ‘Commencement 2008 and THE PARTY…. An Overview/Update and Volunteer Opportunities” Mary Kerske, Kim Fuller, Jayne Cornwell and Midori Lockett

Kim Fuller- started by announcing this will be our 135th Commencement milestone. This year is an expanded effort to a Green Commencement. We are trying to recycle, reuse, and buy local where we can. There are lots of Volunteer opportunities for numerous activities. A full schedule of commencement activities can be found at www.vanderbilt.edu/commencement

Midori Lockett- talks about THE PARTY. This year’s headliners are The Commodores with the opening act Soul Incision. We need help and volunteers; all of the events are outdoors and require a lot of set up and maintenance. Volunteer opportunities are things like ticket sales, welcoming the guests and help with directions and traffic flow. All volunteer opportunities and shifts are posted on the commencement web page under the tab marked Volunteers. Midori stressed that Volunteers are a really important part of commencement activities and we have a great time at all of the events.

Jane Cornwell- This year we are thinking about a global presence, the main event will be $50 per person and the food will be an equivalent of 6 different restaurants with food from around the world. We need volunteers for this event to help with traffic flow, crowd control, welcoming guests and directing lost friends and family. We are really trying to create a Global market experience with a bizarre and exciting activity.

Mary Kerske- Mary is the Volunteer coordinator, she starts by saying none of these events can be carried out without the help and efforts of volunteers. Please visit the commencement webpage under Volunteers to see the shifts and volunteer opportunities for your preference of event and time to help. Such needs are handing out programs, fans, bottled water, directions, and general help and guidance of campus gusts. Commencement time here has a wonderful energy and in July we host a Thank you party for all the volunteers. Any additional questions can be sent to me at m.kerske@vanderbilt.edu or reference the commencement website.

Q. Is Lionel Richie coming with the Commodores?
A. No he is no longer an official member of the band.

Lauren Brisky added that commencement is really a special events and generations of students and families. We all work at a very special place and I encourage you to volunteer, you get back so much from Volunteering.

Q. Are the Volunteers able to attend the events they work?
A. Yes if you work the event you can stay or come earlier at no charge.

Q. If we volunteer during a work shift do we still get paid?
A. That is up to your supervisor

Lauren Brisky added that if your request is reasonable your supervisor should be flexible.
Q. Are you sending a communication to all supervisors to encourage letting staff volunteer?
A. Not for this, we do that for the first day of school but this event has always had enough support, there has not been a necessity for the e-mail.

Brenda McKee stated that Volunteerism is important and only do it if you plan to represent Vanderbilt; it is a good thing to volunteer.

Q. Volunteering is so important and it is sad to think that some do not have the opportunity or support from supervisors to participate. I propose that at a later date this issue be revisited. A suggestion is to have HR benefits add a certain amount of Volunteer time, like personal time or sick time, to allow everyone the opportunity to participate.

*Midori Lockett also reminds everyone that May 20th is the Symphony on the Lawn and they need volunteers for that.

Feature: “Traffic and Parking and more…A Campus-Wide Overview”
Cliff Joyner, Asst. Vice Chancellor, Real Estate Operations

Cliff started with a few updates for the next academic year:
- The commons area will be officially open, parking spaces should free up there because freshman are not allowed to have cars on campus
- We now own all of Lot 5 now, the old IHOP location
- Terrace place garage always has available parking, at least 100 open spaces a day
- Baseball stadium temporary bleachers are in Lot 71, after the permanent stadium bleachers are built the lot will be open hopefully by December

Cliff had a handout with information regarding the Traffic and Parking status, I have included the handout information here:

**Significant Campus Parking Changes**
*January 2008 – January 2009*

**ZONE 1**
- **Lot 84**
  New lot has now opened at the corner of South Drive & 18th Avenue S. and has provided an additional 97 spaces for Zone 1 parking. A few more spaces should open in August, but most of these will be reserved for the Dean of Commons residence.

- **Lots 80 and 81**
  Removed 5 meters in Lot 80 and 4 meters in Lot 81, returning 9 total spaces back to Zone 1.

- **Meter Parking**
  Metro added approximately 28 meters along 18th Avenue South between Horton and Edgehill. These meters are an ideal parking place for visitors to Peabody and the Commons.

- **Space Availability**
  This semester is better for Zone 1, with spaces usually being available in Lot 82 at any given time.

  *The total number of Zone 1 spaces gained this year is 106.*
ZONE 2

- **Center Building (Lot 206A)**
  Added 26 spaces under the parking deck to the Zone 2 system. These spaces were formally designated for non-Vanderbilt tenants to the building.

- **Space Availability**
  Spaces are usually available in the upper levels of Terrace Place Garage at any given time.

  **The total number of Zone 2 spaces gained this year is 26.**

ZONE 3

- **Lot 30A**
  The new student Lot 75A opened at the corner of Natchez Trace & Blakemore Avenue and has allowed us to designate the spaces along Children’s Way solely for Zone 3 use. These spaces were formerly shared with F-permit holders and Zone 3 parkers rarely had the opportunity to use them. This lot essentially adds 24 total spaces to Zone 3.

- **Lot 71 (March – December 2008)**
  Athletics has installed temporary bleachers in Lot 71. Permanent bleacher construction should be complete by the end of December. We have lost total of 74 Zone 3 spaces. Once the lot opens in January, we should regain most of the spaces, with the exception of approximately 8 due to the permanent bleachers.

- **Lot 64 (periodical closures March – December 2008)**
  This lot will close periodically due to bleacher construction staging. It has 16 total spaces, but we do not anticipate losing them for more than a few days at a time during bleacher construction.

- **Space Availability**
  Spaces should be available in Lots 72A-D by VPD on most days.

  **The total number of Zone 3 spaces lost this year is 50.**

**Current Traffic & Parking Initiatives**

**COMMONS OPENING (STUDENT SHIFT)**

- With the opening of the Commons, mostly freshmen will be living on Peabody campus.
- Aside from a few spaces used by Area Directors and other upperclassmen leaders, there will be fewer student cars in the Zone 1 area in August.
- Additional beds at the Commons means more upperclassmen are moving back on campus (i.e.: the Zone 3 area).
- In anticipation of the additional residential students, we constructed Lot 75A, located at the corner of Natchez & Blakemore.
- The additional 127 spaces (total of 154 in the entire lot) should cover the additional on-campus vehicles without decreasing Zone 3 supply for faculty, staff and commuters.

**25th AVENUE GARAGE SPACE COUNTER**

- Installed a new space counting system that shows how many F and Zone 3 spaces are open at any given time.
- Currently waiting on a new part that will correct a few kinks in the system – should receive in a few weeks.
- If successful, we will also install this system at Wesley Place Garage.
• At this time, we do not see a need for this at Terrace Place Garage, since it typically has spaces available.

T2 SYSTEMS PARKING MANAGEMENT DATABASE
• Currently migrating to a new parking management database.
• New system will be housed on an internal server hosted by Management Information Systems.
• Data will be more secure – all faculty and staff will be able to log on with their VU NetID and epassword.
• No need to use your social security numbers anymore.
• New database has better administrative functions and reporting capability.

COMMENCEMENT REMINDER
• Commencement Activities take place May 7-9 this year.
• Terrace Place and Wesley Place Garages will be used for guests again.
• Faculty and Staff are encouraged to park in the outer lying surface lots and streets as we requested last year.
• Zone 1 and 2 permit holders can park in Lots 77 and 82.
• Zone 3 permit holders can park in the VPD lots and the new student lot, Lot 75A.

VANPOOL REMINDER
• If you would like to be matched with a vanpool in your area, go to the Traffic & Parking website at:  http://www.vanderbilt.edu/parking and click on “Vanpool Program” on the left side of the screen.
• TMA (Transportation Management Association) and RTA (Regional Transportation Authority) provide the vans and other services associated with the program.
• VU Traffic & Parking provides a reserved parking space at no cost for the vanpool.

ZIPCAR PROGRAM
• We are working with Procurement to start a pilot Zipcar program on campus.
• Zipcar will provide us with a fleet of vehicles to be rented at an hourly rate by faculty, staff and students.
• 3-5 cars will be parked in highly visible lots around campus in the Zone 3 area and at the Commons.
• Cars may be used for errands, doctor appointments, and more.
• Benefit: Students may start to realize that there is less of a need to bring cars to campus.
• Benefit: Program may encourage faculty and staff to carpool to campus – you could still go to off-campus meetings by reserving the car online.
• Benefit: Departments can purchase their own membership and use the vehicles as needed for business related use.
• Yearly membership costs for individuals and departments are $35 and $100, respectively.
• Hourly costs will start around $8 and will vary according to the type of vehicle.

Q. What about special reserved spots on graduation day?
A. Please on that day do not count on your reserved spots

Q. Can we use Vandy Vans?
A. That is a student program

Q. I have noticed the Park and Ride signs/locations are not well marked, can those be advertised better?
A. Yes we will work with metro on that

Q. I take public transportation but what if I work late?
A. With the VanPool program you are guaranteed a ride home, even if they have to send a cab for you.

Q. What if you take public transport but want or need to drive a few days a month?
A. There is a garage on Chet Atkins that has overflow parking and reserved spaces for $5.

Q. Can we get an extended schedule for the express bus?
A. Metro is working on that to meet customer needs, as the Bus and VanPool programs mature it will be better.

*Note after 4 p.m. you can cross-park in any lot to avoid late night walking to your car. You can also call Campus security to get an escort to your vehicle.

President Cliff Wilson dismisses the meeting.