President Cliff Wilson called meeting to order

Approval of the October minutes, second, approved

Introduction of Guests Cliff Joyner and Jane Bruce

Committee Reports:

Communications- working on auto population of distribution lists

Events- December meeting will be held at the commons dining center/Meeting hall

Membership- Welcome to new members Kathy Hutchison, Shawn Fagan, Ronnie Pepper, and Robert Martin
Rules and Admin- Diane did the last reading of the proposed amendments, move to vote, yes, vote for amendments will come in an e-mail from VP/PE Jason Hunt

Staff Welfare- Working on the FAQ’s on the web-site, thank you for help on this

More information about each committee can be found on the USAC website at http://www.vanderbilt.edu/usac/committees.html

No New Business

Introduction of Sheri DiGiovanna “Vanderbilt Travel Portal” Overview and Q&A

Sheri took us to the Travel Portal web-site and showed the key tools for browsing the site, noted the tutorial was excellent for first time users to the site. New additions to the site are the college reciprocity page and the meeting and events page. Sheri points out that this site is an interactive collection of services for a one stop shop experience. A few of the benefits to users are:

- Data used to get volume discounts
- Saves time and money
- 6 Vanderbilt designated agents to get best deals
- Knowledge of industry at your fingertips
- No codes to remember
- Personal and business discounts available

Sheri encourages everyone to spread the word about the site, send friends, family, and visitors to the site. Also set up a corporate account so that Vanderbilt will receive the data credit for future discounts, volume counts. Sheri ran through a brief tutorial on how to navigate the site.

Q. Can we use the site to book personal travel?
A. Yes

Q. Are there different links for business vs. personal bookings?
A. Yes there are different ways to access the information if you are a visitor vs. an employee; these selections are clear at the home page

For more information please contact Sheri DiGiovanna or see the attached Power Point presentation.

Introduction of Cliff Joyner “Real Estate Operations” an overview of Vice Chancellor Joyner’s areas of responsibility and Q&A.
Cliff started with the areas in which Vanderbilt has holdings:

1. Commercial Retail
2. Residential
3. Ground lease/development projects
4. Golf course

Occupancy for Vanderbilt is at 89%, a dramatic increase from years past.

Q. Does the Law School students get preference to the Barbizon apartments?
A. Yes, this property was bought to accommodate International and other Law School students that need housing.

Q. Parking Challenges?
A. There are always challenges, we work each year to try to best accommodate the areas that require more or less parking, this is an ongoing project.

Q. What about the 100 Oaks project?
A. That is a medical center project and historically we have worked separately on property but that is changing.

Q. What is the direction for the campus development over the next 10-20 years?
A. Center building area will likely be further developed, there are numerous undeveloped spaces around campus that will have buildings added, and the music row area will be further developed.

Q. What happens to land that is donated to Vanderbilt?
A. The land is kept and utilized if in the best interest of the University, if not we sell it, a lot of these donations have complicated terms and because of strings attached or environmental concerns it is better to let them go.

Q. So the strategy is to stay but grow?
A. Yes, the university is in great shape to grow inward and upward.

Q. What happened with the Bristol property?
A. Condos are not a good investment, too many people to deal with, that property was deemed not a good investment.

Q. Are there plans to build more apartments for Grad Students in walking distance of campus?
A. We recognize there is a need and plans are being looked at.

Q. Scarrat Bennett to be developed?
A. No, we have a great relationship with those neighbors but no plans on progress.

For more information on this topic contact Cliff Joyner or see the attached Power Point presentation.
Cliff Wilson Adjourned the meeting.