University Staff Advisory Council Meeting Minutes

Date: December 11th, 2007
Meet Time: 8:30a.m. – 10:00a.m.
Meeting Location: Multi-Purpose Room Ste. 235/237, Commons Dining Center

Attendees: Jean Alley, Becky Atack, Brad Awalt, Diane Banks, Lora Barnett, John Brassil, Beth Clark, Michael Crowe, Richard Dennison, Sue Davis, Marcia Dillard, Michele Dixon, Jeffery Duly, Sterling Frierson, Kate Gilbreath, Sharone Hall, Antoinette Hicks, Shirley Hiltz, Nancy Holcroft, Jason Hunt, Faye Johnson, Rosalind Johnson, Sue King, Kristin Koval, Robert Martin, Kelli McQuiston, Brenda McKee, Ginny McLean-Swartsell, Camilla Meek, Craig Nance, JoAnn Patterson, Don Pickert, Don Pruitt, Kathy Rhodes, Robert Rich, Andy Richter, Karen Seezen, Mike Smeltzer, Carol Soren, Roger Stearns, Dan Steward, Courtney Taylor, Carlos Trenary, Mary Clark Webb, Jim Webb, Lolita White, Susan Widmer, Amy Williams, Cliff Wilson, Melissa Wocher, Jeff Youngblood


Visitors: Jim Kendall, Jane Bruce, Cliff Joyner

President Cliff Wilson called meeting to order

Approval of the November minutes, second, approved

Introduction of Guests Jim Kendall

Committee Reports:
Communications- auto population of distribution lists is done and USAC site is updated
Events- None
Membership- Welcome to new member Richard Dennison
Rules and Admin- None
Staff Life - FAQ’s on the USAC web site are done - Correction FAQ’s are to come soon to the USAC web-site

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

New Business- Parking garages to get “Garage Full” signs for driver convenience

Introduction of Jim Kendall “The Services of Work/Life Connections-EAP” Overview and Q&A

Work life connections is a support service connecting the Vanderbilt community with resources during life changes. They used to be called Employee Assistance Program but the letters EAP were not catching the attention it needed to so they changes the name to Work/Life connections. This is a resource for personal and professional issues.

Q. Is there a stigma attached to getting help at EAP?
A. Yes I am sure there is but much less than 10 years ago

Benefits to coming to Work/Life connections are that the trained staff are familiar with the Vanderbilt community and the job and can offer advice that is useful and relevant. Jim states that after visiting the service people were showing improved workplace performance. They also offer the service to faculty, physicians and nurses.

Q. Is the program University wide?
A. Yes

Q. Is this where you go for grievances?
A. No, this is for personal issues such as depression, marital issues, or to get an action plan on how to improve your performance, grievance is through employee relations

We also have done and will continue to do making connections workshops for International students and staff.

Things we offer:
- Addiction Recovery support
- Hardship fund
- Adopt a family program
- Allocation of donations
- Stress busters
- Critical Incident stress management

Q. What is the difference between you and the psychological center?
A. We help to formulate a plan for you, one plan may be to refer you to the psychological center if need be.
Q. What if it is an issue a co-worker has?
A. Tell your supervisor or tell the person to contact us

Q. What are the credentials of the councilors?
A. Masters or licensed degrees, and psychiatrists

Jim gives some ideas to use when **Coping with Stresses**; these also help to build stress resilience:
- Laugh and smile, be optimistic
- Take some quiet time for yourself
- Take time for yourself, get a massage, etc.
- Deep breathing
- Eat healthy, eat healthy snacks
- Get enough sleep, 7-8 hours
- Exercise 30 minutes a day
- Put your time, money and attention into things you value
- Value those around you
- Organize your time efficiently

Think about this, how much control do you really have?

Q. Does EAP work closely with other departments and resources?
A. Yes, by breaking down silos and maintaining a good relationship with these other constituents we can determine the right resource for you, this is truly a hands on approach.

Q. Can we still give gift cards for the holidays?
A. Yes by Monday, bring them by or we will pick them up

Q. Were there notices sent out regarding the gift card donations?
A. Yes to previous participators

Q. Where did the $30,000 in gifts come from?
A. Many individual donators through their payroll deduction, also checks, gift cards and cash

Q. How does one qualify to receive help?
A. It has to be a crisis specific event, and the gift is taxed to the employee

Q. Why doesn’t the University do more?
A. The University agreed to one on one matching to a certain point. If there was a catastrophe like a natural disaster they would supply more assistance

Q. Can a supervisor tell a staff member to go to EAP?
A. Only if the employee is on PIC (Performance Improvement Counseling)

Q. Can the funds be available quickly in the case of a sudden crisis?
A. Yes the process can be expedited for emergency situations
Q. Is this the only resource on campus for such emergency situations?
A. Yes as far as I know

For more information you can refer to this copy of Jim’s Power point presentation

Overview of WLC
USAC handouts.ppt

Cliff Wilson introduces additional guests Jane Bruce and Cliff Joyner
New representatives Robert Martin and Camilla Meek are introduced
Reminder for Turkey pick up on 12-20-07
Benefits information passed out for distribution to home departments
Cliff adjourns the meeting