



Meeting Minutes: Tuesday, August 14, 2018

Heard Library, Community Room

Present:

Barclay, Samantha
 Brassil, John
 Brown, Harold,
 Cahill, Bess
 Caldwell, Caroline
 Choate, Corey
 Daughtdrill, Latrice
 Fields, Craig
 Flippo, Laura
 Fox, Anita
 Gibson, Madison
 Graham, Kashif
 Hamilton, Brittni
 Harbin, Rachel
 Harvey, Gregory
 Heaton, Ashely
 Hughey, Jasen
 Ingram, Donna
 Johnson, Denise
 Kamtarin, Shahpar
 Lawrence Givens, Tiffany
 Linski, Jamie
 Little, Geoff
 Loudon, Jeff
 Luffman, Josh
 Majewski, Ashley
 Malone, Amelia
 Malveaux, Nicole

Mandeville, Jenny
 Marshall, Paul
 McChesney, Bailey
 McDaniel, Jon-Michael
 Meadows, Shelley
 Miller, Amber
 Moore, LaTisha
 Morris Diana
 Perry, Alexis
 Porter, Beth
 Pring, Michael
 Rall, Kathleen
 Richter, Andy
 Robinson-Nichols, Ursula
 Ruiz, Carlos
 Scott, Carmjamin
 Sefcik, Stephanie
 Shook, Elisabeth
 Smothers, Natalia
 Sprague, Megan
 Steinias, Jason
 Stiles, Davis
 Taylor, Susan
 Varble, Damon
 Williams, Tara

Not Present:

Benitone, Hastings
 Biqiku, Laurel
 Blackledge, Phillip
 Bonner, Stacey
 Carlson, Robin
 Clemmons, Lee
 Cooley, Emma
 Cruise-Streat, Kirra
 Dixon, Michele
 Erickson, Catherine
 Fann, Drew
 Hall, Andy
 Halman, Malina
 Higgins, Ed
 James, Trisha
 Jones, Eric
 Jones, Christopher
 Kane, Kimberly
 Luce, Nathaniel
 Morgan, Rachel
 Nelson, Roberta
 Oliver, Leshuan
 Poindexter, Jeana
 Roche, Morgan
 Stanard, Ray
 Waits, Robert
 Walker, Susan
 Weisbrodt, Cathy

Westrom, Lynn
 Woche, Melissa
 Wolff, Jeanette

Sent Regrets:

Barquera, Felisha
 Barrow, Terri
 Brown, Kenneth
 Clark, Joanna
 Dawson, Toni Renee
 Eckert, Danielle
 Karls, Aletha
 Pickert, Donald
 Rutledge, Scott
 Sanders, Sara
 Sims, Beth
 Upchurch, Jodie
 Wachter, Michelle

Guests:

Erickson, Catherin
 Glasgow, Scotty
 Carroll, Barb
 Hicks, Chris
 Grant, Deborah
 Manlove, Sharon

OLD & NEW BUSINESS ANNOUNCEMENTS

Jenny Mandeville, President, called meeting to order at 8:31 am

- Volunteers are needed for CORE Committee: Community Oriented Result and Expectations. Committee meets regularly regarding safety and security on campus
- Traffic and Parking Committee needs volunteers as well
- Interested? Email: jenny.mandeville@vanderbilt.edu
- Stay connected to USAC thru Twitter and Facebook. “Like” the USAC Facebook Page!
- It is time again to sign up for the Kroger Card Employee Hardship Fund
- Open Practice for Vanderbilt Faculty/Staff/VUMC Employees is being held August 16 from 4:5:45, free hotdogs, hamburgers, drinks!
- FutureVU lecture “The Power of Transformative Goals” Jason F. McLennan will be Monday August 27 at 6:30 pm at Ingram Hall
- Vanderbilt Passport Fair will be held at Sarratt Student Center room 216-220 Wednesday, August 29 12-4 pm to renew/apply for your passport

COMMITTEE REPORTS

Events Committee, co-chairs Shelley Meadows & Amanda King

- Employee Tailgate volunteer sign up
 - Represent USAC and meet staff and their families Sept. 8, Time TBD, email Shelley.Meadows@vanderbilt.edu or Amanda.d.king@vanderbilt.edu

Membership Committee, co-chairs Tara Williams & Caroline Caldwell

- Committee placement have been completed; your co-chair will be in touch soon
- Greeters will be reached out to soon
- Filing vacancy in Group 13 with off-cycle election
- 2018/2019 Committee:
 - Caroline Caldwell Johnson, Co-Chair
 - Tara Williams, Co-Chair
 - Rachel Harbin
 - Denise Johnson
 - Tiffany Lawrence Givens
 - Sara Sanders
 - Michelle Wachter
- Welcome New Members:
 - Laura Flippo
 - Anita Fox
 - Kimberly Kane
 - Jamie Linski
 - Alexis Perry
- Thank you greeters!
 - Terrie Barrow
 - Josh Luffman
 - Beth Porter
- Happy Birthday to July & August Birthdays
 - Denise Johnson
 - Shahpar Kamtarin
 - Jamie Linski
 - LaTisha Moore
 - Roberta Nelson

Communications Committee, co-chairs Carlos Ruiz & Carjamin Scott

- Communications Committee:
 - John Brassil
 - Craig Fields
 - Malina Halman

- Mark Hammock
- Shahpar Kamtarin
- Nicole Maveaux
- Amber Miller
- Diana Morris
- Jeana Poindexter
- Beth Porter
- Morgan Roche
- Stephanie Sefcik
- Jodie Upchurch
- First meeting will be Friday, Sept 7 at 11:00, room 303, Peabody Library
- Instagram & Twitter
 - @VanderbiltUSAC
 - Remember to tag USAC in pictures

Rules and Administration, co-chairs Ashely Heaton & Emily Korab

- Overview of Bylaws changes
 - Council year defined
 - Membership categories expanded and defined (Elected, At-Large, Ex Officio)
 - Formalized role of past presidents
 - Committee chair terms
 - Amendments
 - Readings and approvals
 - Technical/typographic changes
- Jenny Mandeville: Motion to approve changes - approved

Staff Life, co-chairs Andy Richter & Kay Brooks

- First meeting will be Monday, August 20 at 11:00 am room 311F at Kirkland Hall

Scotty Glasgow, Senior Special Events Coordinator

- Pregame Tailgate will be Saturday, Sept. 8 at 8:00 – 10:30 – Breakfast; Kickoff at 11:00am
- August 22 at 8:00 am, sign up for up to 4 employee appreciation tickets which includes your family
- Pregame tailgate is at Rob Roy Purdy Field which runs parallel to the indoor practice field.

Ramona Romero, University Libraries

- Overview of website: Library.vanderbilt.edu
- Click on Advanced screen to reach the main screen of library catalog
- Search local collections, books, database content, digital collections

Anita J. Jenious , Equal Employment Opportunity Office, Director

- What does the EEO do:
 - Provide assistance to faculty, staff, applicants, visitors
 - Affirmative action plan
 - Title VI Coordinator
 - ADA, 503 Coordination
 - Investigations
 - Trainings
- What can we do to help you?
 - Educational Trainings
 - Concerns with accessibility or accommodations
 - Return to work programs which assists staff into transitioning back into work due to a medical condition
 - Investigations
 - Title VI Surveys
 - Equal Opportunity Assurances
- Categories of protection
 - Race, sex, age, national origin, color, disability, religion, military service, genetic information, sexual orientation, gender identity, gender expression
 - Vanderbilt forbids retaliation against individuals for:
 - Filing or encouraging one to file a complaint of unlawful discrimination
 - Participating in an investigations of unlawful discriminations
 - Opposing unlawful discrimination
- Applicable Policies
 - EEO and Affirmative Action
 - Anti-Harassment
 - Consensual Relationships
 - Retaliation
 - Campus SaVE
 - Sexual Misconduct (student)
- Explanation of Sexual Misconduct & Intimate Partner Violence
- Mandatory reports
 - If anybody, staff, student, faculty comes to you regarding discrimination you have a responsibility to share that information unless:
 - University counseling, Clergy or pastoral counseling, medical provider, student health center, employee assistance program, faculty and physician wellness program, and nurse wellness program
- Project Safe Center

- Limited confidential resource – generally not reveal personally identifying information about an incident to others in the University
- Will notify EEO and/or Title IX Coordinator

Jessamyn Davis, Emergency Preparedness

- Office of Emergency Preparedness
 - Breakdown of Office of EP
- I attended the fire academy and am a certified fire inspector
- Jan 2017, VU encountered an audit from the Fire Marshalls

Tamara Cooley, Emergency Preparedness

- Certified Safety Professionist:
 - Worksite assessments to determine risks, assessing potential hazards and controls, evaluating risks and hazard control measures, investigating incidents, regulatory compliance
- Certified Industrial Hygienist:
 - Air sampling and indoor air quality, engineering controls/ventilation, health risk analysis and hazard communication, noise, thermal stressors

Jessamyn Davis

- AlertVU
 - Mass notifications are sent to up to 40,000 to include the medical center
 - AlertVU = Take Action
 - Shooting fire, bomb threat tornado
- VandySafe
 - Public Safety App to communicate with VUPD for assistance directly
 - Currently being re-designed and upgraded
- Fire Safety
 - Mitigation and prevention
 - Walkways, stairs, corridors, mechanical and electrical rooms must remain clear of storage/combustible materials
 - Electrical hazards
 - Cooking hazards
 - Grease hazards: Do not use water!
 - Smother the fire or use an extinguisher
 - Fire extinguisher training is available
- Emergency Planning and Preparedness
 - Emergency operations Plans – Departmental and University
 - Egress/Evacuation

- Special Events – VU has over 600 special events. If you have an outdoor special event that may affect the areas below, please contact us.
 - Severe weather planning
 - Tent Fire watch
 - Fire pit approval process
 - Site plan reviews
 - Fire marshal liaison

Tamara Cooley

- We are an OSHA Liaison in regards to documentation or walk-thrus
- Current Programs
 - Hazard Communication Program
 - Bloodborne Pathogens
 - Lockout/Tagout
 - Approved by Workplace Safety Group
- Programs currently under review/development
 - Respiratory Protection
- Indoor Air Quality: air quality in and around building structures as it relates to the health and comfort of building occupants
- If you feel that your office air quality is making you sick, please contact me and I will do an assessment of the area
- Annual performance of campus assessment addressing – performed by VUPS, facilities, workplace safety, and student groups
 - Lighting
 - Walkways for trip hazards
 - Areas needing landscaping
 - Pedestrian safety
 - Other facility issues
- OSHA Safe + Sound Week is this week! It is a nationwide event to promote safety in the workplace.
- Office of Workplace Safety is hosting a photo contest for all University employees to showcase safe work practices in their facilities. Participants will be entered to win a grand prize
- MyVU articles this week
 - Thurs. Aug 9: Participation of photo contest
 - August 13: Slips, Trips, and Falls
 - August 16: Fire Safety
- OSHA
 - Standards, Regulations
 - Special Initiatives – Posters/flyers/publications

- CPR – Resuscitation Program – sign up thru the learning exchange “HeartSaver AED”
- Emergency Guidebooks – A departmental guidebook can be developed thru your department
- Emergency Operations Plan
- Free fire extinguisher training brought to your department
- Community emergency response team (CERT):
 - FEMA course, 24 hours, held each summer
- Workplace safety
 - Haz comm/BBP
 - Slips/Trips/Falls
 - Ladder Safety
- Emergency Preparedness planning
 - Medical Emergencies
 - Severe Weather
 - Active Shooter with VUPD
 - Fire Safety
 - Others
- Jessamyn Davis, Fire Inspector-1
 - Jessamyn.davis@vanderbilt.edu
 - 615.981.4600
- Tamara Cooley, CSP, CIH
 - Tamara.j.cooley@vanderbilt.edu
 - 615.566.9158

CLOSING REMARKS

Jenny Mandeville, President

- Next meeting will be Tuesday, Sept. 11 at 8:30 in the Commons, multi-purpose room

Meeting was adjourned at 9:41 am