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
Steinas, 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
Wocher, 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@vanderbile.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 filed.

**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 Profession:
  - 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
o 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
  o Hazard Communication Program
  o Bloodborne Pathogens
  o Lockout/Tagout
  o Approved by Workplace Safety Group
- Programs currently under review/development
  o 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
  o Lighting
  o Walkways for trip hazards
  o Areas needing landscaping
  o Pedestrian safety
  o 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
  o Thurs. Aug 9: Participation of photo contest
  o August 13: Slips, Trips, and Falls
  o August 16: Fire Safety
- OSHA
  o Standards, Regulations
  o 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):
  o FEMA course, 24 hours, held each summer
• Workplace safety
  o Haz comm/BBP
  o Slips/Trips/Falls
  o Ladder Safety
• Emergency Preparedness planning
  o Medical Emergencies
  o Severe Weather
  o Active Shooter with VUPD
  o Fire Safety
  o Others
• Jessamyn Davis, Fire Inspector-1
  o Jessamyn.davis@vanderbilt.edu
  o 615.981.4600
• Tamara Cooley, CSP, CIH
  o Tamara.j.cooley@vanderbilt.edu
  o 615.566.9158

CLOSED REMARKS
Jenny Mandeville, President
• Next meeting will be Tuesday, Sept. 11 at 8:30 in the Commons, multi-purpose room

Meeting was adjoined at 9:41 am