University Staff Advisory Council Meeting Minutes

Date: February 12th, 2008  
Meet Time: 8:30a.m. – 10:00a.m.  
Meeting Location: Rand function Room, Sarratt Student Center

Attendees: Becky Atack, Diane Banks, Lora Barnett, John Brassil, Beth Clark, Sue Davis, Sheri DiGiovanna, Marcia Dillard, Michele Dixon, Daniel Dubois, Jeffery Duly, Shawn Fagan, Kate Gilbreath, Sharone Hall, Shirley Hiltz, Jason Hunt, Sue King, Kristin Koval, Ginger Leger, Joyce Matthews, Kelli McQuiston, Ginny McLean-Swartsell, Shelley Meadows, Ronnie Pepper, Kit Potter, Don Pruitt, Kathy Rhodes, Robert Rich, Andy Richter, Karen Seezen, Mike Smokler, Carol Soren, Courtney Taylor, Molly Thompson, Carlos Trenary, Kay Tyler, Mary Clark Webb, Lolita White, Susan Widmer, Cliff Wilson, Melissa Wocher, Jeff Youngblood

Regrets: Jean Alley, Allison Bush, Brad Awalt, Ken Carter, Mary Clissold, Kevin Colon, Michael Crowe, Karen Daniel, Mary Ann Dean, Richard Dennison, Traci Ferrell, Sandie Frantz, Sterling Frierson, Robin Guest, Carol Guth, Antoinette Hicks, Nancy Holocroft, Kathy Hutchison, Faye Johnson, Rosalind Johnson, Mary Kay Matthys, Michael Jones, Brandy Kahlig, Julie Martin, Robert Martin, Cheryl McClure, Jackie McMath, Camilla Meek, Brenda McKee, Craig Nance, John Nesbitt, JoAnn Patterson, Don Pickert, Lynn Smith, Dennis Spann, Roger Stearns, Dan Steward, Jim Webb, Amy Williams

Visitors: Joi Mindingall, Christy Hooper, Veronica Burns, Stacey Kendrick, Jane Bruce, Lenon Coleman, Cliff Joyner

President Cliff Wilson called meeting to order
Approval of the January Minutes, call to approve, second, approved

Introduction and welcome to guests: Jane Bruce, Lenon Coleman and Cliff Joyner

Committee Reports:

Events- No report

Rules and Administration- No report

Staff Life- Staff Life meeting on 2-13-08, 9am at the University registrar’s Office, everyone is welcome.

Communications- We met last month and presented some adjustments to the USAC website to Glenna Underhill. Changes are focused on design and navigation.

Membership- Reapportionment will be reviewed at the next executive committee meeting and a vote will be brought to the council next month.
Feature: “Staff Conflict of Interest and Commitment Policy”  Joi Mindingall
There is a new Conflict of Commitment Policy addition to the Vanderbilt Compliance Web site. Joi does a brief tutorial on how to navigate through the policies. Joi also talks about the most important part of the policy is disclosure, if you are unsure about a potential conflict just disclose it, if you are unsure about a co-worker or administrator’s conflict also disclose to the Office of Conflict of Interest/ Commitment management and we will help you determine if the issue is a conflict. This can also be done anonymously. The new Conflict of Commitment policy covers outside activities that take up a lot of your time; these can be personal commitments to outside activities. Please disclose any of these potential conflicts with your supervisor.

Here is the link to the Vanderbilt Compliance Program website to view policies:  
http://www.vanderbilt.edu/compliance/index.html

Q. How is Internet monitoring handled?
A. It is not monitored, we are not out to “get people”, our goal is to keep people here doing good work for Vanderbilt and not working on outside activities.

Q. Who enforces this?
A. Managers, they are our group troops. Disclosure is the best way to avoid getting in trouble.

Q. What if a family member is in your same department or office?
A. Go ahead and disclose it if there is any question.

Feature: “HR-038 … A Human Resources Overview” Veronica Burns
HR-038 is the Separation of Employment Policy. There are guidelines and resources for what to expect when you leave Vanderbilt, including:

I. Giving Notice
II. Discharges (staff leaving involuntary)
III. Exiting Staff Member
IV. Payout requirements

There are checklists for each of these categories.

Q. Is there any situation where a staff member can take a Vanderbilt Computer or laptop?
A. The policy says NO

Q. Is all of vacation time paid out when you leave?
A. Yes, all that is allowed to accumulate

Q. What about sick time?
A. Only if you are over 62 years old, and a max of 30 days will be paid

Q. What if you give less that the mandatory notice?
A. You can be marked ineligible for rehire

Note: Supervisors should ask for a departing employee’s WageWorks debit card, as it no longer belongs to them. The card should be cut up.

Q. Have there been any complaints about HR-038? I have heard about people being treated hostile for leaving, can this policy be revisited or revised?
A. For employees that have information or tools to share with their replacement, a process for paying the exiting employee must be decided upon, they have to be processed back into the system after their exit from Vanderbilt to be able to contribute anything to the University.

Q. Is there a mandatory retirement age?
A. No

For more information and to review HR policies visit the Web site at: 
http://hr.vanderbilt.edu/policies

For more information when retiring from or leaving Vanderbilt, check the information posted on the HR Web site under the Benefits tab, on the Life/Work Changes pages (http://hr.vanderbilt.edu/benefits/lifework.htm)

Feature: “HEALTH Plus…An Overview” Brad Awalt and Stacey Kendrick
HEALTH Plus is part of Health and Wellness, Stacey will do a tutorial, or more specific she will act out the New Staff Orientation presentation so that we get the information that each new employee gets. See Stacey’s PowerPoint presentation attached.

Stacey talks about the numerous ways to stay healthy on campus and a new feature, the Express Care Clinic for faculty and staff located in the Medical Arts building, this feature will allow staff and faculty to get quick care for minor conditions such as:

- Upper respiratory Infections
- Sinus, throat, ear and eye infections
- Allergies
- Common skin rashes and infections
- Urinary tract infections

Q. How can we as a group find out more about the Express Clinic?
A. The Express Clinic staff are making a presentation to USAC in March 2008

Q. Parking for HEALTH Plus?
A. The HEALTH Plus Web site gives specific parking information (http://www.vanderbilt.edu/HRS/wellness/hpfacility.htm#Parking). Also, after 2 p.m. weekdays, Zone 1 and Zone 4 parkers can ‘cross-park’ in other Zone 3.

Q. Is there Weight Watchers on Campus?
A. Yes, HEALTH Plus helps market and promote the program across campus

Q. Are there free towels and locks at the HEALTH Plus Fitness Facility?
A. Yes

Q. Is the Dayani Center closing, what about the pool?
A. Yes, they will close when they move to One Hundred Oaks. HEALTH Plus is working on alternatives for pool use on campus.

Q. Is there a Spin class at the Medical Center?
A. Yes, that is one of our satellite classes.

Q. What were the ActiveHealth reminders in mail about flu shots?
A. Jane Bruce, HR Director, Benefits Administration, answered: ActiveHealth sent a group of Care Considerations for us to review in December. The ‘flu shot’ notice was in that group and at the time it did not raise a red flag to us, so we told ActiveHealth to go ahead and send all of the notices. Obviously, it was confusing to some people and we are working with ActiveHealth to be sure the Care Considerations they send out are accurate and helpful.

Q. Can we still get a flu shot?
A. Yes it is not too late go to the Occupational Health Clinic to get yours!

President Cliff Wilson dismisses the meeting.