UNIVERSITY STAFF ADVISORY COUNCIL

February 10, 2009 - Meeting Minutes

Date: February 10, 2009
Time: 8:30 AM
Place: Rand Function Room, Sarratt Student Center

Attendees:

Regrets:
Alison Bush, Matthew Clement, Mindy Craven, Karen Daniel, Mary Ann Dean, Marcia Dillard, Shawn Fagan, Sterling Frierson, Robin Guest, Sharone Hall, Janiece Harrison, Nancy Holcroft, John Jackson, Nancy Jackson, Faye Johnson, Stacy Johnson, Stacey Kendrick, Christina Lockhart, Julie Martin, Cheryl McClure, Jason McGrath, Stacy Nunnally, Dylan Reed, Olivia Soxayachanh, Cindy Steine, Courtney Taylor, Phillip Tucker, Bryon Walker, Katie Watts, Jimmy Webb, Sue Widmer, Michelle Wyatt (sent a rep)

Special Guests:
Jane Bruce, Cliff Joyner, Sharon Sumrell, Melissa Wocher, Stephanie McNeal-Goddard

I. Call to Order
President Jason Hunt called the meeting to order and welcomed visitors.

II. Approval of the Minutes from the January 13, 2009 USAC Meeting
A motion to approve is called, seconded and unanimously approved.

III. Committee Reports
Membership:
Chair, Andy Richter announced there is an opening in Group 16 and will be filling within the next month. New pitch is “Go ahead and sign up for a standing committee now so you are ahead of the game for next year”. If anyone is interested in joining they are to speak to someone on the Membership Committee.

Communication:
Chair, Kristen Koval – We are looking at ways to streamline the process of updating the USAC website. We are also investigating the source of our auto-populating so that individually we do not have to go and make changes every month. No other updates at this time.

**Events:**
Andrea Wall reminded everyone that they will be having another Bake Sale on April 14, 2009. More details regarding the bake sale will be given at the next meeting

**Staff Life:**
Chair, Daniel DuBois – Signup for the Habit for Humanity build that USAC is sponsoring is postponed until the March meeting. The economy is affecting the build. The build dates have not been set in stone and hopefully by next month we can have those dates set.

**Rules and Administration:**
Vice-Chair, Bill Bailey – No updates at this time.

**Medical Center Staff Advisory:**
Diane Banks introduced Sharon Sumrell and Stephania McNeal-Goddard, representatives of the MCSAC. Sharon will be attending our USAC meetings and will periodically give us updates on the happenings of the committee.

**Standing Committees**

**Benefits:**
Andy Richter reported they are close to presenting the ADA therapy in recommending. They are also searching for possible solutions/vendors which will be employee pay. Health Care Costs Containment committee is continuing their work in looking at ways to keeping the costs down associated with health care and hopefully will have a recommendation within the next 2 or 3 months.

**Traffic and Parking:**
Cliff Wilson reported that all current building projects are on schedule. Baseball field location is near completion and will continue blasting, digging and building at the location across from Blair. The Zip Car program is thriving and a couple of months ago it broke even. Police presence continues to build across the VU community looking for speeders with radar guns, signage, etc.

**New Business**
Jason Hunt – I hope everyone got my email regarding the passing of Sheri Reynolds. We did send a gift basket to the family from the staff council. She was a long-time member and supporter of the staff council and a couple of months ago she resigned due to an inoperable brain tumor.

There were questions that had been emailed to Jason Hunt regarding Traffic and Parking. Cliff Joyner is going to address those questions as well as any others people may have at this time. There was a suggestion/complaint about the cost of parking and what options there are available for parking. We should have different rates for different groups since faculty makes more than staff/students. After some consideration and looking at various options, it was decided to keep the rates as is without making any changes and the parking rates will stay the same next year-no price increase. There are two options that are affordable; however, due to the budget constraints, these options are under review for future cuts. One is the Chestnut lot. Anyone can park there and ride the shuttle for free to MRBIII. This has been in place for years and years. Over 300 cars park there every day. That is where the contractors park; however, some supervising contractors
do park on 21st and Medical Arts and are eligible to park there. But if they are parking there without the proper permit, they will pay the consequences. The shuttles run from 5 a.m. to 8 p.m. every 15-20 minutes depending on peak times. The other option is the Chet Akins Lot (18th and Chet Akins), where you can park with a $5 permit (Zone 1-3); however, this will probably not continue next year.

Q – Does Vanderbilt police have quotas they have to meet for speeding tickets?
A – I do not think they work on quota system. They have tasks force where they target areas from feedback by employees to change behavior patterns like 21st and Broadway area (crosswalk near Law School). They are setting up with three officers – one with the radar gun, one to pull them over, and one in the parking lot issuing citations. It is all designed to have people slow down. The crosswalk at 21st and Grand is not reliable – Cliff will check on that.

Space counting signs have not been working very well and we are giving them till Valentine’s to get them working correctly otherwise they will be removed. It has been nothing but a headache.

Q – Is the information about the Chestnut parking on the website?
A – It should be – it is on the Medical Center website but will check on our website for sure.

Jason Hunt – as most of you know one of my goals when I became president for the council was to raise visibility so that people across campus knew what we were doing and when we were doing it. One change we will be implementing this month is that the minutes will be going out to all staff, not just USAC members. I know a lot of you are communicating with your groups by summarizing immediately after the meeting. I want to also send the minutes and hopefully, this will also drive them to the website to see new information.

Speakers:

Jennifer Smithson – Program Coordinator with Vanderbilt Child and Family Center. The Child and Family Center houses the university’s child care centers as well as a resource and referral center for employees. Some of the services/resources provided are:

- **Tutoring services**—there is a list of tutoring services in the Middle Tennessee Area. In addition to tutoring services, Vanderbilt Child and Family Child Care Center provides services for test prep and skill building.
- **Child Care** Services includes information regarding Vanderbilt’s on campus child care facilities. You can download an application and learn more about the staff. There currently is a waiting list and it could be up to a year.
- **Adult Care** Services offered provides a list of adult day care programs, assisted and independent living facilities, respite and elderly care facilities. There are listings for various services and agencies for the middle Tennessee area.
- **Summer Programs**—the center offers a listing of camps around the state of Tennessee as well as some outside the state. Camps include day camps as well as overnight camps.
- **Before and After Care** services offered are a listing of before and after care services for each county in the metro Davidson county area. There are also Smoking Cessation resources available.
The website for the Vanderbilt Child and Family Center is http://childandfamilycenter.vanderbilt.edu which provides all the information you may need. One thing they do is once a month has a lunch session regarding a specific topic like Alzheimer’s as well as others. Please visit our website for more information on the scheduled lunch sessions. These are very informative and provide great ideas.

Susie Lyons, Manager of Employee Programs at Vanderbilt University. Ms. Lyons was requested to come and talk to the USAC regarding Vanderbilt being named recently in Fortune Magazine as one of the 100 best places to work. There had been quite a few of our constituents that had requested information on how Vanderbilt University was selected for this prestigious award. To be selected for this award a company had to go through a self nomination process by listing demographics and why you believe why we are a great place to work. We only had to do that once and we applied as an educational institution as Vanderbilt University. We are one university. More than 353 companies and 81,000 employees participated in the process. Next, we completed a Part 1 and Part II Culture Audit which are very time-consuming and quite detailed. Susie went through several questions that were asked from those surveyed and how Vanderbilt University ranked by their responses. These culture audits are available for viewing on the USAC website at http://www.vanderbilt.edu/usac/archive.html. Fortune Magazine partnered with the Great Place to Work Institute to not just conduct the surveys but compile all the data. At Vanderbilt approximately 400 individuals were selected at random to participate in the survey which is due the end of June. If we do not get a number that is sound in their minds, we will have to go back to HR and supply with additional names. To be eligible to be considered for one of the 100 best places to work award, a company has to have at least 1,000 employees and have been in business for at least seven years. The rankings are based on levels of credibility, fairness, respect, pride and camaraderie in the workforce. Vanderbilt’s first attempt at being selected for this prestigious award began seven years ago (2002) when the university’s Quality of Work Life group (Jay Rhodes and Marilyn Holmes) urged them to apply. The PowerPoint presentation is available to view on the USAC website to get more detailed information regarding the entire process and some of the various questions asked on the survey at the following link: http://www.vanderbilt.edu/usac/meet_resource.html

Q – Was there an even distribution between the Medical Center and University?
A – We determine what the percentage is of total population is Medical Center and what is University. The distribution is appropriate. (Example: 75% Medical Center and 25% University). This means that 75% of the random individuals selected would be from the Medical Center and 25% would be from the University.

Q – Was every job level represented?
A – It should be a real good representation. In 2007, 30 were in the hourly, clerical/administrative group; 51 in the hourly professional technical group; 75 in the salary professional, 25 in the salary manager; and 5 in the salary executive.

Q – Since our numbers have continued to go up in the past few years, do they feel that the ¾ of those surveyed in the Medical Center have contributed to that through ELEVATE?
A – Yes – with part of the employee’s performance evaluation being tied to ELEVATE, that has contributed to this.
Q – With the downturn of the economy, will this increase Vanderbilt’s chance of being higher on this scale?
A – My hope is that we will do even better – with the bigger industries hurting, this could eliminate some of them.

Q – What does Vanderbilt want each of us as an employee do with this in promoting the university?
A – That depends on the person – it gave me validation that Vanderbilt truly is a great place to work. It will possibly help with recruiting, not only faculty, but staff and students.

Q – Why can we be hiring when there is a hiring freeze?
A – We cannot have an absolute hiring freeze with the critical nature of the work that we do.

We are the first education group that has made the list and we all should be very proud. If you have any other questions, please do not hesitate to contact me. There is a website being designed and will let you know when it is live.

VI. Closing Statement / Dismissal

Jason thanked Jennifer and Susie for speaking today.

The next regular meeting will be in The Commons, Multipurpose Room 237 on March 10, 2009.

Meeting adjourned.