UNIVERSITY STAFF ADVISORY COUNCIL  
October 14, 2008 - Meeting Minutes  
8 AM, Rand Function Room, Sarratt Student Center

Attendees:

Regrets:
Stan Amos, Bill Bailey, Alison Bush, Matthew Clement, Karen Daniel, Mary Ann Dean, Graeme Dennis, Shawn Patrick Fagan, Sterling Frierson, Immanuel Gooding, Robin Guest, Stacy Johnson, Kristin Koval, Christina Lockhart, Jason McGrath, Camilla Meek, Craig Nance, Stacy Nunnally, Chuck Owen, Ann Marie Owens, JoAnn Patterson, Sheri Reynolds, Julia Shadburne, Roger Stearns, Trey Truitt, Phillip Tucker, Andrea Wall, Mary Clark Webb, and Cliff Wilson

Special Guests:
Jane Bruce, Lenon Coleman, Cliff Joyner, and Melissa Wocher

Visitors:
Brent Fitzgerald, Andrea George, Derek Riley and Michael Vandenbergh

I. Call to Order

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

II. Approval of the Minutes from the September 9, 2008 USAC Meeting

A motion to approve was called, seconded and unanimously approved.

III. Committee Reports - Prepared by Kristy Fisher

Membership:
Chair, Andy Richter announced "Guy Shepperd has been appointed to USAC Group 5. It is not too late to join a standing committee. If anyone is interested in joining they are to speak to someone on the Membership Committee.

Communication:
No one was present from the communications committee.
**Staff Life:**
Daniel Dubois, Co-Chair of the Staff Life Committee, reported that the September Staff Life meeting was productive with vibrant participation from all. The meeting centered around reviewing all of the great ideas we had collected over the last two months.

As a group we then determined the ideas we felt were most worthy of pursuing by placing each into one of three categories: yes, no, and maybe. We spent time discussing why we were putting ideas into the 'no' category so that as a group we could speak knowledgeably to our constituents when they ask why Vanderbilt isn’t addressing a particular issue. The ‘yes’ and ‘maybe’ ideas were then divided up among us for further research and investigation to determine feasibility and a possible course of action.

At our October meeting we will get updates from everyone on the research they have done. I suspect based on that information we will make another round of cuts.

This year the issues we are looking at are more diverse than in years past. They don’t deal exclusively with HR/benefits related issues. They also vary in the actions needed to effect change. As in the past, some might require formal involvement with the administration. However, there are many that are solved by simply harnessing the communication channels already available to the USAC.

1. Creation of an online or physical “Suggestion Box” AND/OR a survey to see what benefits people use and want
2. Increase recycling efforts AND/OR Increasing reusing efforts (e.g., giving school supplies to local schools that would otherwise be thrown away)
3. Rideshare/commuting bulletin board for employees
4. Develop formal policy for staff to have community service hours for volunteering during work hours
5. Work toward closing the technology divide on campus
6. Community Spirit award honoring staff who volunteer
7. Vanderbilt sponsoring a Habitat for Humanity Home

**Rules and Administration:**
Dan Steward, Chairman of the Rules and Administration Committee, had the 1st reading of the proposed/amended By-Laws. The current By-Laws can be found at: [http://www.vanderbilt.edu/usac/bylaws.html](http://www.vanderbilt.edu/usac/bylaws.html)

**Event Coordination:**
Chair, Faye Johnson reported that $800 was raised on the bake sale that was held last month. Vanderbilt University will match the $800. The proceeds for the Employee Assistance Program netted $1,600.

Jason closed the committee reports.
IV. New Business

Jane Bruce, Director of HR Benefits Administration, reported that open enrollment for 2009 benefit selections is due by October 15, 2008. See http://hr.vanderbilt.edu/benefits/oe.htm for information. To make sure you don't miss any important mailings from the university concerning this matter, please update any address changes at the C2HR website: https://webapp-a.mis.vanderbilt.edu/c2hr/.

Melissa Wocher – USAC Past President, reported on the many activities that are upcoming with proceeds to benefit the Employee Assistance Program. (Plant and Flower Sale this Wednesday-Friday, Pins and Needles Craft Fair – October 16-17 in Robinson Research Building). She also invited all to participate in the “Partnering with Vanderbilt Parents” program by donating a merchant gift card and anonymously brighten the life of a Vanderbilt Family.

V. Feature

A detailed report regarding the “Sustainability at Vanderbilt – Faculty, Staff and Student Perspectives and What You Can Do” was given by Andrea George, Director - Sustainability and Environmental Management Office; Michael Vandenbergh, Associate Professor of Law School and VU Energy and Environment Institute; Brent Fitzgerald, VU Senior and President of Students Promoting Environmental Awareness and Responsibility (SPEAR); and Derek Riley, VU Engineering School Graduate Student and President of the Vanderbilt Biodiesel Initiative. Due to time constraints, Brent Fitzgerald and Derek Riley have been asked to come back sometime in the spring to make their presentations. Copies of the presentations can be found at the USAC Website http://www.vanderbilt.edu/usac/resources.html

For more information regarding Sustainability at Vanderbilt and the different programs in place at Vanderbilt University, please visit: www.vanderbilt.edu/SustainVU. If anyone has questions regarding the presentation or what you can do to help, please contact Andrea George at Andrea.George@vanderbilt.edu or Michael Vandenbergh at Michael.Vandenbergh@vanderbilt.edu.

VI. Closing Statement / Dismissal

Jason thanks all the speakers.