Meeting Minutes: Tuesday, February 9, 2016
the Commons Multi-Purpose Room

Present
Bonner, Stacey
Boyce, Kim
Brady, Al
Brassil, John
Carlson, Robin
Choate, Corey
Crimi, Cathy
Darling, Shelley
Donahue, Laurel
Engstrom, Steven
Heaton, Ashley
Johnson, Faye
Johnson, Judy
Jones, Eric
Miltner, Damon
Murphy, Amy
Parkinson, Kyle
Payne, Philip
Reynolds, Dana
Richter, Andy
Ruiz, Carlos
Smith, Susie
Stanard, Ray
Stokes, Kiley
Street, J.J.
Teaford, Jeremy

Turney, Kerrie
Vazna, Stella
Wocher, Melissa
Young, Deirdre

Wall, Anne
Washam, Glenda

Did Not Attend
Christian, Briana
Bailey, Christina
Behnam -G, Ali
Burnett, Karen
Carney, Tara
Crawford, DeAnna
Ely, Courtney
Foutch, Leslie
Hull, Ronnie
Kasinger, Jake
Kovash, Michelle
Latham, Vickie
Latham, Vickie
Mandeville, Jenny
McKinney, Rhonda
Pepper, Ronnie
Ramos-L., Andrea
Robinson, Monique
Sanchez, Monica
Seezen, Karen
Soren, Carol

Sent Regrets:
Boyd, Barbara
Campbell, Linda
Dixon, Michele
Henderson, Eugene
Howry, Nat
Jeter, Wynn
Lammers, Lillian
Loudon, Jeff
Moore, Stacey
Newell, Tanish
O'Leary, Ali
Pickert, Donald
Pulcini, Ally
Smith, Amy
Thomas, Anna
Weisbrodt, Cathy

Guest/Visitors:
Carroll, Barbara, HR
Culbertson, Skip, Owen
Glasson, Scott, HR
Grant, Deb, HR
Hicks, Chris, HR
Hilsen, Kathi, HR
8:30 a.m. Vice President, J. J. Street, called the meeting to order.

**OLD & NEW BUSINESS ANNOUNCEMENTS**
- Motion to approve January meeting minutes approved.
- Fisher Keaton Harrell was born to USAC President, Rachel Harrell on Tuesday, February 2, at 1:42 a.m. He arrived at 7 lbs. 14oz and 21 inches long. Congratulations Rachel!!
- Work-Life Workshops will be held on Thursday, February 18 – Stress Management and again on Thursday, March 17 – Salary Negotiation in room 216/220 Sarratt at 12:00 p.m.

**COMMITTEE HIGHLIGHTS & REPORTS**

*Events, co-chairs Michael Pring and Kerrie Turney*
- *Share the Love Food Drive* will be held February 9-29. Collection boxes and flyers are available for pickup today.
- Plant Ops will pick up full boxes when needed.
- Upcoming Events – Flower gardening – Tips and Trends, Thursday, February 11, 12pm-1pm at Light Hall room 415. Vandy Cooks: Heart Healthy Desserts will take place on Friday, February 12, 12pm-1pm at the Recreation Center.

*Staff Life, co-chairs. Andy Richter and Al Brady*
- Nothing to report.

*Membership, co-chairs Susan Rose and Anna Thomas*

*Communication, Jenny Mandeville*
- Nothing to report.

*Rules and Administration, co-chairs Melissa Wocher and Vickie Latham*
- Nothing to report.

**Standing Committees**

*Benefits*
- Nothing to report.

*Traffic & Parking*
- The office is relocating this Friday.
Athletics
• Nothing to report.

Equity, Diversity, and Inclusion
• J.J. reported that Rachel was excited to be on the committee and will report in the future.

Special Election
• A special election was held to replace J.J. Street, current Vice President/President Elect, who is leaving Nashville in March. The two candidates (Al Brady and Michael Pring) running for the office were asked to give a three minute speech about themselves. A paper vote was taken and results were announced at the end of the meeting.

Skip Culbertson, Owen School’s Executive Development Institute
• Skip has been at Vanderbilt for a year and a half. He asked the group for help in getting the message out to our offices and constituents.
• The Vanderbilt Executive Development Institute offers the following: Options to meet every need; for individuals and teams; open enrollment programs; short, focused programs that provide insight and knowledge to fill a gap or advance expertise; Certificate programs: a bundle of four programs that allow you to build expert knowledge in a given topic without investing in a full-time degree.
• Established in 1991. There are 25 professors accessible to your team, 200 custom clients, 95% client retention rate and 20 annual open enrollment programs.
• Open Enrollment Programs – Career enhancing short, focused programs open to all without a lengthy admissions process or the commitment of a degree. Executive Leadership, Finance and Accounting for Non-Financial Managers, Negotiation Skills for Managers, From Boomers to Millennials: Leading across Generations, Persuasive Speaking for Leaders, Managing Team in Organizations. All Vanderbilt University and VUMC staff receive a 25% discount.
• Certificates of Excellence: A combination of four Open Enrollment programs, completed within designed period of time, that allow you to master a functional business area, gain new knowledge and a Vanderbilt credential.
• The Results: Better Leaders, Stronger Teams, Improved Communication and Adept at Change.
• Asking Today – To share the opportunities and discount offered with colleagues. Consider a staff policy to extend tuition reimbursement benefits for continuing education non-degree bearing professional advancement programs.
• For further information visit: www.vanderbiltexecinstitute.com, 615-3439551, ExecEd@owen.Vanderbilt.edu
Introduction of Human Resources’ new event coordinator, Scott Glasgow

- Susie Lyon welcomed Scott Glasgow who is the new Senior Events Coordinator. Scott began as an actor but has worked extensively in events. He is responsible for all employee celebrations.
- Upcoming event - 2016 Women’s Basketball Game & Pre-game Fan Fest on Thursday, February 11. The Pre-game Fan Fest will begin at 6:30pm and the tipoff for the game will be at 8:00pm. A few more volunteers are needed.
- A new employee volunteer network is being formed.
- A “WE LOVE OUR VOLUNTEERS” Open House will be held on Friday, February 12, 2:00-3:30 at the Commons. There will be giveaways, games, etc.
- This year’s Commencement party will include two great band, Sixwire and The Downtown Band. Volunteers are needed.
- Soledad O’Brien will give the annual Senior Day address.
- Call or email Scott Glasgow (615-875-8458); scott.glasgow@vanderbilt.edu to volunteer.

Guest Speaker, Jim Kendall, Work/Life Connections – EAP (Employee Assistance Program)

- Vanderbilt has an EAP because it cares about the people who work here.
- Personal problems impact the workplace and can distract us at work.
- Work/Life Connection – EAP brings value to VU by providing psychological support and promoting resilience resulting in decreased depression and stress, retention of excellent employees and enhance productivity.
- The program sees a statistically significant improvement in depressive symptoms: 40% average improvement in depression on standardized test one month after intake. 84% stated improvement in coping following interventions, 68% report improvement in productivity following assistance.
- Three programs within Work Life Connections: Employee Assistance Program, Nurse Wellness Program, and Faculty & Physician Wellness Program.
- Continuum of Services: Assessment – problems and needs – plan for are – skill development, performance coaching, solution focused counseling community referrals and organizational services.
- Services for individuals – 246 staff working with EAP in 2015.
- Confidentiality is paramount – information is not in Star Panel or personnel records.
- Brief solution-focused counseling – addressing personal and family problems. Help individuals to find the right counselor and resources.
- Recovery Support Services – promote addiction and recover and support a safe workplace.
- Faculty and Staff Hardship Fund – acute temporary event, must be employed at Vanderbilt for more than one year, applications reviewed by committee, history of on-
time payments, award will return client to financial health, fund supported by employee donations with university matching funds.
  o 70 employees were assisted through the Faculty and Staff Hardship Fund.
  o 139 employees were assisted with emergency grocery gift cards.
  o 28 Vanderbilt families in need during the holiday season through the Elf Program.
• Performance coaching – improving work performance skills.
• Referrals to community providers
• Linking with resources – Internal (HR consultants, EAD, FMLA, OHC, HR, VUPD, etc.)
• External - Community providers (therapists, groups, medical), Agencies and services (211, domestic violence shelters, support groups, etc.)
• Services for the organization – EAD has two clients – the individual and the organization.
• Developmental skill development training – building resilience, relations, conflict management, communications issues, civility in the workplace.
• Critical incident stress management – support after traumatic events at work.
• Answering service available 24 hours/day. 615-926-1327.
• Leadership consultation – ideas to help people get engaged. Vanderbilt is resource rich but people don’t know where to start.
• C.A.R.E. - Civility, Appreciation and Respectful Environments.
• Work/Life Connections – EAP – Faculty and Physician Wellness Program – like a travel agent for psychological support services.
• Health & Wellness – Health Plus, Occupational Health Clinic; Work Life Connections.

Questions/Answers

1. Concern expressed that an email sent to the address on the website was not replied to for over a week.
   Answer: Suggested that one or two staff member be selected and emailed directly rather than writing to the website email address.
2. How can we contribute to the Hardship Fund?
   Answer: Apply for and use the Kroger card. A percentage goes directly to the fund.
3. Is payroll deduction an option?
   Answer: Not at this time but is a very good idea to explore.
4. What is the best way to address someone who you know is having a problem?
   Answer: Let the person know you care about them and are interested in helping them find help and assistance. Suggest that they contact the many helpful resources that are available as an employee at Vanderbilt.
5. Does Vanderbilt have a PTO sharing program?
   Answer: Currently, there is no such program at Vanderbilt. PTO is a fairly new here. Suggested that we take vacations. They are truly good for us.
Special Election Result Announcement

Votes were counted in what is a very tight election. Al Brady was elected to finish out this year’s term as Vice President of USAC.

CLOSING
Our next meeting will be Tuesday, March 8, 2016 in the Student Life Center, Board of Trust Room. Guest Speaker will be Vice Chancellor George C. Hill, Committee on Equity, Diversity, and Inclusion.

Meeting adjourned at 9:55 a.m.