

# VANDERBILT UNIVERSITY



NASHVILLE, TENNESSEE 37240

TELEPHONE (615) 322-7311

Staff Advisory Council • 110 Alumni Hall • Phone 322-2750 • Fax 343-6865

*Francene Gilmer, President*

## UNIVERSITY STAFF ADVISORY COUNCIL MINUTES

September 13, 1994

Walnut Room, Hill Student Center

MEMBERS PRESENT: Deborah Blunt, James Taylor, Mary Tom Bass, Sandra Utz, Cindy Miller, Anita Jenious, Brent Tener, Marsha Patterson, Janie White, Jodi Smith, Mary Holloran, Dana Ragan, Michelle Bell, Ruby Fisher, Randy Berry, Leslie Boone, Pam Sevy, Karen Dolan, Karen Cunningsham, Brenda McKee, Janet Thomason, William Longwell, Nan Bilotto, Lynda Wyatt, Katie Ford, William Storey, Susan Davis, Jo Bilyeu, Elizabeth Cermak, Jaclynn Dunkle, Vi Prosser, Sandy Winters, Michelle Douglas, Dianne Eberhard, Zora Oatley, Robert Halliburton, Susan Pudlo, Sue King, Derrick Gragg, Jamie Lawson, Barbara Batey, Wendy Dever, Virginia Featherston, Timothy Stafford, Kurt Brobeck, Lera Douglas, Tracy Crouch, Jeannie Rice

GUESTS: Sheila Thomas-Medical Center Advisory Staff Council President, Susie Lyons-Human Resource Services (HRS)/Employee Relations, Jane Bruce-HRS/Benefits

REGRETS: Elaine Goleski, Charles Beals, Vice Chancellor Bill Jenkins, Associate Vice Chancellor Clint Davidson, Amy Jarvis, Paula Kral

## INTRODUCTION AND INFORMATION PACKETS:

Francene Gilmer, new University Staff Advisory Council (USAC) President, called the meeting to order at 9:30 a.m. in the Walnut Room of the Hill Student Center. Members were asked to sign in and pick up their newly prepared USAC Information Packets. Francene welcomed all the new and/or returning Staff Council Representatives and introduced USAC past Presidents in attendance, Kurt Brobeck and Jeannie Rice. Past Presidents serve as Ex Officio members. Bill Corbin was introduced as the USAC Vice-President/President Elect. Sheila Thomas, Medical Center Staff Advisory President, was also introduced. Possible times and locations for monthly USAC meetings were discussed. The following was agreed upon:

October 11, 1999 Tuesday

November 8, 1994 Tuesday

December 13, 1994 Tuesday

Walnut Room -Hill Student Center

8:30 a.m. -10:00 a.m. -Guest Speaker: Jane Bruce

Rand Hall Faculty Dining Room

8:30 a.m. -10:00 a.m.

Sarratt Cinema

8:30 a.m. -10:00 a.m. -Guest Speaker: Chancellor Joe B. Wyatt

Jeannie Rice presented an overview of the history, structure and purpose of the University Staff Advisory Council. She indicated that the bylaws have changed little since 1980. The USAC was initially composed of 25 groups, now 33 groups exist. Some issues which the USAC have contnouted significant input for change have been Campus security, the Child Care Center, Flea Market, universal ill badges, traffic issues, benefits, Commodore Award and employee events such as "Tailgate." A copy of the Bylaws is included in each Information Packet. The Packet also includes the representation of constituent groups.

Duties and responsibilities of representative and alternates were reviewed by Bill Corbin. Attention was drawn to the insert in the Information Packet. Notably, each group is required to be represented at each meeting. Each representative, alternate and ex officio member should sign in each meeting so that attendance is recorded accurately. Regrets from anyone who cannot attend a

scheduled meeting should be registered with Bill Corbin before each meeting by calling Ext 3-6733.

## **OLD BUSINESS:**

The USAC Minutes of the August 9, 1994 Meeting were approved with the following corrections: 1) correction of the spelling of Brent Tener's name, 2) elimination of the duplication of Bill Corbin's attendance and 3) on Page Two, change Steve Bacchus office to "Accounting."

Jaclynn Dunkle, Director of the Vanderbilt Child Care Center, reported briefly on Flea Market '94. This year's income is approximately \$5,<XX>. Money continues to be received. The proceeds are used to offset tuition costs for child care. Last year 42 families were eligible for assistance. A letter was read from a recipient of scholarship funds for child care. The woman was the victim of domestic violence who had to return to work and in her letter, she stated that without the financial support she received from these funds, she would not have been able to manage care for her child. Many thanks to each person who worked in the many phases of this successful effort.

Susie Lyons, Employee Relations Specialist, reported on Tailgate '94. She indicated that the event went well and that participation was enthusiastic. Approximately 5,800 tickets were given and lots of chicken and burgers were eaten. Tailgate '94 was a resounding success!

## **NEW BUSINESS:**

Francene asked for possible future topics for the Council and universal photo ill's was proposed. Francene also asked for volunteers to work on the following committees, with those volunteering listed below:



Student Recreation Committee

Communications Committee

CommunitY Affairs Board

Executive Committee

Staff Council Secretm'

working with Coleen Grady

Cindy Miller

Karen Dolan, Lynda Wyatt, Sue King

James Taylor, Jamie Lawson,

Elizabeth Cermak, Lera Douglas (assesses applications for student organizations

meets every other Thursday at 4:00 p.m.) Bill Longwell

(meets once a month for lunch on

Tuesday before Staff Council Mtg.) composed of Chairs of committees

Vi Prosser

Jane Bruce, Director, Human Resource Services (HRS) Benefits spoke regarding functions of the Benefits Program. Her role with the Benefits Program is to provide benefits analysis; to assess the value of the program in the recruitment and retention of faculty and staff and administer the program in compliance with local and federal laws. Recently, specifications have been written for long-term care and dental coverage. She is constantly looking at programs that will help develop a good, strong benefits package. The

Question  
and Answer period included the following:

Question: Answer

Question: Answer:

.

Discuss the menu type plan.

The cafeteria plan (menu plan) does provide flexibility in individual choice, however, there is opportunity for adverse selections in these programs. Selections offer fixed dollar credit amounts that are sometimes not to the individual's advantage. Those programs offer certain tax advantages that do not apply to a tax exempt institution.

What are some of the new coverage plans added to the health care program?

In January 1992, Occupational and Speech Therapy coverage was added to the health care plan along with Audiometric Exams and Well-Baby visits.

•

~

Question: Answer:

Question:

Answer:

Question: Answer:

Question: Answer:

What are some of the areas under study?

Some areas currently being studied are dental coverage, a new benefits statement, tuition benefits and prescription drug programs.

Where do PSA/FRA unclaimed funds go?

A very small amount of funds are unclaimed in the FRA. They are from terminated employees or from employees who transfer from full-time to part-time. Those funds and unused PSA funds go back to the University General Fund.

Will your office send a benefits statement with the FRA balance?

We may consider that. Currently, you may call the Benefits Office to get your balance. It is also available through the BenePhone or on the FRA check stub. Also, in December, a reminder card is sent.

Fonnerly a benefits statement was produced; will you do that in the future?

There is a team working on preparing a benefits statement. The changes

infringe benefits rates have complicated the calculation of Vanderbilt costs. Benefits is looking at how this information can best be put into statement fonD so that it will be timely information.

Ms. Bruce will present a full program on October 11, 1994, outlining changes and additions to our Benefits Program.

Announcements include the following:

October 1, 1994

Health Plus is sponsoring the Corporate Challenge, scheduled for Saturday, October 1, 1994. This day has organized events for fun and fitness. Last year, Vanderbilt came in second behind the State of Tennessee employees. PruCare sponsors the carnival and a one-mile fitness walk. There are many events planned for the family also. Contact Health Plus if you are interested.

October 6, 1994

James Taylor announced that the Service Recognition Program will be held at 3:00 p.m. in Langford Auditorium.

October 11, 1994

University Staff Advisory Council Meeting, 8:30 a.m., Walnut Room, Hill Student Center at Peabody

October 22, 1994

"Make a Difference Day" will be held. This is a national program and promotes the spirit of being friendly and helpful to others.

The Meeting was adjourned at 11:00 a.m. by Francene Gilmer.

Respectfully submitted,

~~"V fA - t t Vi~~ Prosser, Secretary

~~:-: = 7z :-: ::::: ": 7: - g - b - J~~

~~' - :-: ;: ( - er:~~ President