



Minutes for Tuesday, for Tuesday, May 11, 2010 Sarratt 220

ATTENDANCE:

Present

Alley, Jean
Amos, Stan
Armstrong, Terri
Attack, Becky
Bailey, Bill
Banks, Diane
Barnett, Lora
Boglin, Harriett
Brassil, John
Chapman, Angela
Dean, Mary Ann
DiGiovanna, Sheri
Dixon, Michele
Dubois, Daniel
Formont, Jamie
Franklin, Keith
Hiltz, Shirley
Houseman, Andrea
Johnson, Faye
Johnson, Stacy
Jones, Eric
Kendrick, Stacy
Kiely, Kay
King, Sue
Krueger, Anna Kathleen
Lang, Melanie
Martin, Ashley
McKee, Brenda
McLeod, Laura
McMeen, Ben
Moore, Kenny

Norfleet, Lydia
Owens, Ann Marie
Palmer, Dave
Patterson, JoAnn
Pepper, Ronnie
Reynolds-Barnes, Deborah
Rhodes, Katherine
Richter, Andy
Seezen, Karen
Sheldon, Brenda
Smeltzer, Mike
Smith, Donna
Smith, Susanne
Soren, Carol
Soxayachanh, Olivia
Stanard, Ray
Steward, Dan
Street, JJ
Stuart, Kate
Suttles, Todd
Villager, Nyla
Vincz, Janiece
Walker, Bryon
Wall, Andrea
Webb, Mary
Whaley, Elizabeth
White, Lolita
Wilson, Cliff
Absent, sent regrets
Abner, Gregg
Bransford, Chris
Koval, Kristin

Latham, Vickie
McCurry, Barry
McGrath, Jason
Pickert, Don
Pruitt, Don
Watson-Wienzetzl, Myrna
Whatley, Luci
Whitlow, Cathy

Brake, Alyssa
Featherston, Ginny

Absent

Collins, Greg
Cribbs, Chris
Fisher, Joe
Holcroft, Nancy
Jackson, John
McClure, Cheryl
Moore, Stacey
Pickett, Annetta
Pring, Michael
Pryor, Jessica
Renshaw, Grace
Steine, Cindy
Strohl, Sandy
Thompson, Molly
Trenary, Carlos
Tucker, Phillip
Watts, Katie
Wenzell, Alison
Williams, Tara

Guest/Visitors: Jane Bruce, Jerry Fife, Cliff Joyner, Mark Petty, and Melissa Wocher

Speakers: Martha Ingram, Chair of the Vanderbilt Board of Trust

Stacey Bonner, Family Services Coordinator, Vanderbilt Children and Family Center

Anne Marie Danko, Learning Exchange/Learning Systems

8:00 a.m. Coffee, Fruit and Pastries

8:30 a.m. President Diane Banks called the meeting to order.

Sent letter of thanks to the Chancellor, Provost, and Vice-Chancellor Balser and Vice-Chancellor Fife for the unprecedented two weeks of paid leave for flood victims. Diane thanked all of us for our help in this crisis.

MINUTES: The minutes of the April meeting were unanimously approved.

COMMITTEE REPORTS

Membership: Andy Richter reminds members that it is not too late to join a standing committee. If anyone is interested in joining please speak to someone on the Membership Committee. Member elections are in progress, submitted electronically. Please remember to vote and encourage constituents to vote. If you cannot attend one of the monthly meetings, you may invite a colleague to attend in your place.

Events: Andrea Wall passed out a report on the Kroger cards noting our spending is up \$1750 which means we need to spend more. We have to spend \$5000 before we receive a check. She reminds us to load up our cards at the Service Center before we shop. Five people have not loaded their cards and ten have. This is an easy way to raise money for our employee assistance program, a great way to help out your neighbor. You can give a flood victim a Kroger card loaded with \$50, etc. If you need a Kroger card, Diane will have them after the meeting.

Last month we talked about a Hands-On-Nashville (HON) survey to see what kind of service work you'd like to do and what you want to participate in. Copies of the survey are available and will soon be sent out.

Communication: No report.

Rules and Administration: No report.

Staff Life: Melanie Lang will be presenting next month regarding our bereavement policy. They are still researching.

UNIVERSITY STANDING COMMITTEES

Benefits Committee: No report.

Traffic Committee: Cliff reported that for Traffic & Parking, this is Commencement week. He handed out additional information about Commencement parking. Each year we try to improve but, so far, what works best is getting all guests into garages. We can see the stress in their faces reduced when they are parked and get out of their cars. To make that happen, we have to get staff and faculty out of the garages. Speak to your colleagues and encourage them to help with that. Shuttle buses are running, we are coordinating with the Commencement Office. Faculty/staff participation is the one thing that makes it work. Peer pressure is a very important tool, so spread the word.

Athletics: No report.

MCSAC: No report.

NEW BUSINESS

Elections for the offices of Vice-President/President Elect, Treasurer, and Secretary. Committees will elect chairs and new officers.

8:45 a.m. USAC Election of 2010-2011 Officers

The candidates spoke:

For VP/President Elect, there are two candidates:

Kenny Moore – I am reliable and a good product. I work at the Commons and one thing we do is bridge the gap - bringing everyone together. I take that as a great passion/mission and enjoy bringing student groups, university partners, and outside community members together and I want to bring USAC together. I want to listen and I am passionate about all I do. I am hard working and a team player. Being a team player, Kenny noted his sporting of a Commons Center team jersey. Looking around the room, he notes that there are many people he doesn't know. "I enjoy being around you and seeing you and it makes coming to work that much better. That's why we're a top 100 company. I am a mover, a shaker and I have fun. Weight Watchers is my favorite meeting. It makes my week better. I want USAC to be better. He is a former Gator. In closing, Kenny reminds us that "when one looks at a tombstone, it's the dash in between, not the birth and death date that matter. "This is an opportunity for me to grow and us to grow together. I work to live, not live to work. A lot of us are struggling from floods, etc. We should be a shoulder to lean on for one another, etc."

Dan Stewart: was not present to speak.

Donna Smith for treasurer: Donna notes that she was asked by current president to serve. She was surprised, and thankful. Donna has worked here for 23 years: in personnel, which is now HR, and has been in the university library for the last 10 years. Her background is in accounting. She is currently doing logistics for library renovations. She wants to be involved in making VU even greater than it already is.

Terry Armstrong for secretary: Terry has been at VU for 4 years and was nominated as secretary. "I will do my best to fulfill my responsibility and I am glad to support USAC in any way I can."

A voice vote for Treasurer and secretary was held with both being elected unanimously. A hand written ballot was taken for the selection of VP/President Elect.

GUEST SPEAKERS

Today's speakers were introduced by Diane Banks:

Provost Richard McCarty spoke to the Council on three issues:

1. Reported that our USAC President, Diane Banks, represented us exceptionally well at the Board of Trust (BOT) meeting last month and that's a very important moment for our staff.

2. Budget: In the course of that meeting with the BOT and in an upcoming conference call, we'll be talking about projections for next year's budget and we have an incredibly healthy situation to lead us into the next fiscal year. Many of you and your colleagues are the reason for that. It's been a challenging year and we have two more challenging years ahead of us. A minus 16% endowment remains for 3 years. Things still look pretty good so with any luck at all things will be ok this year. Next year and the year after will be equally challenging to what we've been through; so I ask for your patience as we try to work through this. We've done this without layoffs and there are very few top universities that can say that. That is a reflection of the valuation of our staff – we cannot function without them. We're a lean organization and some universities weren't.
3. Floods: this has been a very difficult time for our community and this university. We entered into this week with the philosophy (when we saw the extent of the damage) that "we want to take care of our people," first and foremost. This university prides itself on that and it diminishes the demand on other services (such as the Red Cross) so we're also helping others in our community by leaving those services available to others who don't have the employers who can help them.

New Assistance Fund Set Up: The Employee Emergency Fund provides taxable benefits and doesn't take advantage of IRS rules that allow individuals to make tax deductible donations or to receive tax free money. We set up a new fund which will not have those limitations. Contributions will be tax deductible and those receiving assistance or donations will not incur taxes. For those who have colleagues or friends who work here but haven't registered, please encourage them to sign up.

Core Team Set Up: With Jerry Fife's help, the Medical Center has set up a core team to see this process through and university central staff will contribute. It is essential that we all pull together and help our colleagues at this time.

Suggestions Welcome: We are making some of this up as we go. If you have suggestions, we have a place on our website. Several suggestions have come in already. For example, some wanted to come into work a week ago and couldn't get here so they had to take a vacation day....several people on our team are looking at that to see what can be done about that. It wasn't glossed over.

The extent of the damage, we all know. National news didn't pick up on it. Our students and RAs still on campus are helping - a team of 95 are going out into the community today to try to help. They will especially help those who were not yet helped by the armies of volunteers.

In sum, fasten your seat belts...we hope the trustees will approve 2011 fiscal budget and we're pretty sure raises will be there; they will be modest, but will be there.

Provost McCarty ended by thanking all staff from the faculty and the students.

9:00 a.m. Martha Ingram, Chairman of the Vanderbilt Board of Trust

As introduced by Diane Banks, Martha Ingram is Chairman Emerita of the Board of Directors of Ingram Industries. But she is known to us especially as Chairman of our Vanderbilt Board of Trust. Her devotion to Vanderbilt is legendary and her contributions to the cultural life of our city have benefited us all. Mrs. Ingram has served the boards of the Nashville Symphony, the TN Repertory Theatre, and the Nashville Opera Association. She is a member of the Advisory Council of the Nashville Ballet. She was instrumental in developing the Schermerhorn Symphony Center. She has been a member of the Advisory Board of the Kennedy Center in Washington, DC and is the current chairman of the Spoleto Festival. Mrs. Ingram received many awards for her leadership in the arts and was named Tennessean of the year in 2001 in recognition of her philanthropy and leadership in state's business and cultural life.

Mrs. Ingram is delighted to be here. The purpose of her presentation today is to try to de-mystify the Vanderbilt Board of Trust (BOT) for us. The university would not function were you not doing the good job that you are doing. On behalf of the BOT, Mrs. Ingram thanks us for what we do day to day to keep this place humming along – it is deeply appreciated.

Slide 1: Mission Statement of the BOT is to help VU achieve its goal to become one of the top ten universities. We think we're already there but we aren't necessarily recognized as that yet. The BOT determines the University's strategy. There is a division between the role of the BOT and the role of management. The BOT provides oversight while management manages. The BOT is at macro level and management at micro level. The BOT is not engaged in the day to day running of the university.

Slide 2: There are 46 maximum voting members on the BOT. We don't have all the member places filled. We try to keep 4 to 5 places unfilled for a special opportunity to add others when special events arise. Being the Chair of the BOT: well, if you're not intimidated by 40 type-A personalities, it is ok. BOT members are all leaders in their business and professions. There are also two alumni students, non-voting members, and emeriti.

A rule we put in back when I first became board chair, because we had a lot of members who stayed on until death took them away. I thought, "Who are all these old people?" I'm now having to shuffle off the BOT because of my own rule. At the end of 12 years, it's shocking to become one of the old people. 62% of the BOT reside outside of TN, 30% are female, 73% are VU alumni. 14% are minorities, two are faculty members, 55% graduated 1950-1969, ten are lawyers, ten have MBA, one doctor and one other PhD.

Slide 4: The BOT meets three times annually: fall, winter and spring. These meetings are listed on the VU calendar. There are ten standing committees and various ad hoc meetings. Committees meet during BOT meetings but also as needed and throughout year as mandated by by-laws.

Martha highlighted several star members of the Board by Committee:

- Academic Programs Chair: Sheryll Cashin
- Athletics: Michael Ainslie. Athletes are part of student body, and this has really done a lot to give athletes a better university experience.

- Audit Committee: Bill Wilson, Chair.
- Budget Committee: Jack Moore, Chair, from Memphis
- Investments Committee: Joe Roby, VU alum, was CEO of Credit Suisse, involved in setting investment policies. The oversight of BOT allowed VU to avoid some of the pitfalls that other universities fell into
- Compensation Committee: Claiborne Denning from Arkansas - went to Tulane but sent his kids to VU. Dedicated trustee.
- Governance and Board of Affairs: Sharon Munger, Dallas. Three outstanding new members coming in fall.
- Medical Center Affairs: Orrin Ingram, no nepotism here, and son John also put on by others. He is one of my best, had a lot of conversations about government boost for indigent care and it's very important to the university and the whole hospital scene, VU provides \$50 million in uncompensated care, hard on university as \$2 billion of the budget is hospital. We take anyone that comes and if they can't pay, we still take them. Important to us that there be some way for these people to have a financial footing that will allow them to come and pay their way.
- Student Affairs: Darryl Berger, president of his company in New Orleans, worked on the First Year Experience, something near and dear to my heart.
 - Worked at the micro level with the help of many, so Kenny, cheers to you! In the past, students came and got lost in shuffle...we are getting glowing reports finishing year two of The Commons and it seems that every youngster is finding at least one best friend. Our retention rate is up in the 90s now from the low 80s 12 years ago. As we go out and find the brightest kids from all over the country/world, we had to do something to make it a better experience for them. The social part was difficult for some of them and we know The Commons have helped alleviate some of that. Kenny, thanks to you and your team.
 - Macro level – those not in a comfortable position, we help with the new no loan policy. We are proud of that. It will make this experience a lot better for many youngsters and their children. If they were going to leave with a load of debt, it had a great impact on what their life choices could be. If one wanted to be a teacher, but was carrying a sizable debt, one might become a banker, instead.
- Executive Committee: Mrs. Ingram is chair. It is a great privilege and pleasure. She often shares the Budget Committee with Jack Moore...usually she starts it and lets him carry on
- Philanthropy: Rhodes Hart, he's my brother-in-law, married to my husband's sister, came to the BOT as a member of the Peabody Board. And emeritus member now, he is hugely involved. Mr. Hart took Monroe Carrell's job when he passed away. 62% have pledged > 1M to VU. Impressive!

The current issues the Board of Trust is handling are:

- Technology
- Need for research dollars
- Graduate education
- Increased regulations from Washington
- Access to higher education
- Conflict of interest and commitment
- International experiences
- Addressing major societal concerns such as health care and health care reform, the environment of leadership development

Zeppos took a position on health care and almost all of us thought that was a good thing to do – a direct connection to our bottom line here at VU. We do reasonably well. It is always possible to do it better.

9:30 a.m. Stacey Bonner, Family Services Coordinator, Vanderbilt Children and Family Center

Stacey Bonner reported on what the Family Services Center has to offer. You can find this website through the Health and Wellness site or at <http://childandfamilycenter.vanderbilt.edu/>.

Services include: Child Care Center, sitter service, lunchtime services, etc. The Center is open M-F, 6 AM – 6 PM with four different locations: Belcourt, Edge Hill, 18th Avenue, and Patterson Street, serve 6 weeks to 5 year olds.

- They have a VU sitter service to help address the need for dependent care by linking employees with VU staff.
- They offer a Lunch Series: Boomers, Elders and More, offered each month, 3rd Wednesday of each month, 12-12:45 PM in Light hall. Professors from the community talk about various subjects such as communicating with your health care provider, what is Hospice, assisted living, long term care, and independent care, etc.
- Summer Camp Fair: in February, they had 27 area agencies that displayed info and talked about their camps. Parents can talk to camp representatives, check pricing, schedule, etc.
- Elder Care Resources: sends educational info and resources available in middle TN and other states.
- Tutorial service: provide information on resources in our community.
- Parents in a Pinch: new program for benefits eligible employees in home backup childcare and Adult care – if you need to come to work, they will send someone out so you can go to work. If you travel and want someone to travel with you, you can also use this service.

Stacey demonstrated how to find a sitter on their website: www.childandfamilycenter.vanderbilt.edu. They have over 300 potential sitters from which to choose. Go to the Health and Wellness portal, put in VUNet ID and password, see Child and Family Center, click sitter service link on left menu, click options. The Center does not do background checks or references checks so you must talk to the person to see if they will relate well with your child or elder and check their references, which will give you an idea of others' experience with the person. You negotiate the pay with the potential sitter, as well. Have a back up plan if it's someone you want to pick up your kids from school, etc. The website give some information about the person such as education, experience, service areas they cover, how they want to be contacted. All are students or employees.

Stacey opened the floor to questions:

Q: Do you have guidelines on typical fees?

A: No. Check Google pay range for our area. Pay depends on experience and what you have them do...staying over night, interacting, picking up, etc. Information on all their programs is offered on their website

Q: Is it up to individual to get references?

A: Yes, some include their references. Get at least 2 or 3 references.

Q: Can you give an example of how you've helped people access resources in the community?

A: An individual faculty member and her 83 year old mother moved here. Her mom needed a breathing machine, had TennCare here. The mother wanted to get out. We contacted folks in the state of TN to find out how she would get help and gave her resources. We then followed up to be sure she was connected and got what she needed.

Q: Getting a spot in the VU Daycare Center is very challenging. The wait list is long. Are you talking about expanding it?

A: I cannot answer that, not sure if they are going to expand.

9:40 a.m. Anne Marie Danko, Learning Exchange/Learning Systems

Anne Marie thanked the Council for the invitation. She gave a quick overview of the Learning Exchange, (LMS). The Medical Center and University purchased a management system in order to house all training in one place. It consolidated all systems into one place. Get to it from University website under Information for Employees, or from the Medical Center site www.mc.vanderbilt.edu/learningcenter

Anne Marie showed a video which is available on their website. Features of the Learning Exchange include:

- o online, face-to face, and self paced training
- o Single transcript for your own requirements
- o Online modules with interactive components, access requirements,
- o Ability to enroll for classes, manage results of your team
- o Chart your progress, interactive discussion groups, self service,

You will need your VUNet ID to log in. There you can see tabs for your Learning Plan, Course Schedule, Evaluations (assessments assigned to you, status of all courses you're enrolled in) and Course & Events. One can also log training sessions outside of VU which become part of your transcript. All classes organized into a catalog: if class is full, you'll be put onto a waiting list. You'll receive email confirmations throughout process. Training is located on the site as are related sites.

If you have questions about the system, on the Medical site for the Learning Center, there is a 30 minute demo on how to sign up, print transcript, participate in online discussions, etc. training on all types of questions such as "how to disable pop up blocker," etc. can be found on that site.

Anne Marie passed out The Learning Center sticky pads for USAC members.

The link below takes you to the Medical Center, but at the bottom of the page is another link for University people: <http://www.mc.vanderbilt.edu/root/vumc.php?site=The%20Learning%20Center&doc=15386>

9:50 a.m. Election results were as follows:

Kenny Moore was elected Vice President/President Elect.

10:00 a.m. The meeting was adjourned.

The next final USAC meeting of the year will be in Sarratt 220, June 8, 2010. Vice-Mayor Diane Neighbors will be our speaker.

All meeting times and locations are posted on the Staff Council website <http://www.vanderbilt.edu/usac/next.html>. Minutes of previous meetings and other USAC information may be found at www.vanderbilt.edu/usac