



Meeting Minutes: Tuesday, August 9, 2016 Commons Multipurpose Room

Present

Anderson, Dirk
Anderson, Katherine
Armour, John
Assadian, Nurlana
Bailey, Christina
Balthrop, Merry
Barrow, Terri
Battle, BiShaune
Behnam-Gilani, Ali
Bonner, Stacey
Brady, Al
Brassil, John
Carlson, Robin
Chiavini, Amanda
Choate, Corey
Christian, Briana
Darling, Shelley
De Los Santos, Wil
Debeb, Kelley
Dixon, Michele
Donahue, Laurel
Fann, Drew
Fox, Anita
Giese, Tiffany
Glende, Lora
Harbin, Rachel

Harrell, Rachel
Hawthorne, Kelly
Heaton, Ashley
Hickey, Emily
Hicks, Antoinette
Higgins, Ed
Hofeldt, Kathryn
Hotaling, Susan
Hughey, Jasen
Johnson, Faye
Johnson, Judy
Jones, Eric
King, Amanda
Lord, Sara
Madison, Jim
Mandeville, Jenny
Newell, Tanish
Oglesby, April
Parker, Patricia
Parks, Liv
Payne, Phillip
Pickert, Donald
Pring, Michael
Pursley, Amber
Rauh, Jonathan
Reynolds, Dana
Richter, Andy

Robinson-Nichols,
Monique
Ruiz, Carlos
Salamone, Martin
Sanchez, Monica
Seekman, Matthew
Seezen, Karen
Smith, Amy
Smith, Susie
Soren, Carol
Stanard, Ray
Tharp, Anthony
Thomas, Anna
Waits, Robert
Washam, Glenda
Weisbrodt, Cathy
Wells, Mia
Westrom, Lynn
Williams, Megan
Woche, Melissa

Did Not Attend

Anderson, Dirk
Ashton, Zeven
Berry, Carolyn
Brown, Kenneth
Carney, Kathy

Clark, Maura
 Engstrom, Steven
 Kasinger, Jake
 Korab, Emily
 Lammers, Lillian
 Latham, Vickie
 Loudon, Jeff
 McClure, Nathan
 Miltner, Damon
 Murphy, Amy
 Pepper, Ronnie

Preston, Chris
 Provost, Carl
 Siegel, Charlotte
 Sierra, Anthony
 Sims, Beth
 Teaford, Jeremy
 Turner, Kimberly
 Vasquez, Diana
 Watkins, Heather

Sent Regrets:

Korab, Emily
 Latham, Vickie
 McClure, Nathan
 Meyer, Liesel
 Miller, Jean

Guest/Visitors:

Barbara Carroll, HR
 Deb Grant, HR
 Scott Glasgow, HR
 Shirley Hiltz, Public Safety
 Eric Kopstain, Admin

8:30 a.m. President, Al Brady, called the meeting to order.

OLD & NEW BUSINESS ANNOUNCEMENTS

- Welcome from President Al Brady.
- Motion to approve July meeting minutes. A vote was taken with all in favor to approve.
- Stay connected to USAC on the web: www.vanderbilt.edu/usac, email: usac@vanderbilt.edu and on facebook.
- Kroger Card Program – time to re-up your Kroger card by signing in to your account and selecting Vanderbilt University Employee Assistance Program.

COMMITTEE HIGHLIGHTS & REPORTS

Events, co-chairs Judy Johnson and Amanda King

- Thank you to Michael Pring and Amanda King for their work on the recent Blood Drive- 113% of the goal reached. Over 20 units of blood were collected.
- The Employee Tailgate Party will be held at noon on September 10. Vanderbilt vs MTSU.
- 1st Events committee meeting will be held August 17th at 10 a.m. in Sarratt 331.

Staff Life, co-chairs. Andy Richter and Jeff Loudon

- The July poll resulted in 12 issues for the committee to work on this academic year.

Membership, chair, Anna Thomas

- Happy Birthday to August Birthdays: Steven Engstrom and Merry Balthrop.
- Groups 4 (HR) and 8 (Blair, Eng) will have off cycle elections soon.
- The 16-17 USAC Roster has been updated on the website. Search can be done using the department feature.
- Committees have been assigned. Committee chairs will be reaching out to their committees soon.

Communication, Jenny Mandeville

- Nothing to report.

Rules and Administration, co-chairs Melissa Woche and Vickie Latham

- Nothing to report.

Standing Committees

Benefits

- Nothing to report.

Traffic & Parking

- Nothing to report.

Athletics

- Nothing to report.

Guest Speakers: Eric Kopstain, Vice Chancellor for Administration and Barbara Carroll, Associate Vice Chancellor and Chief Human Resources Officer.

Vice Chancellor Eric Kopstain presented the Division of Administration's FY17 Goals.

- The Role of USAC –An advisory body to give feedback to administration.
- Academic Strategic Plan includes undergraduate residential education, trans institutional programs, healthcare solutions and educational technologies.
- Administration – Division Wide Goals: Ensure admin operations are supporting the university post legal close. Enhance efforts to achieve – diversity, equity and inclusion. Complete land use initiative, develop and begin implementation strategy. Support SKYVU (ERP) project – complete implementation of core business systems. HR – establish the foundational components. Create standardized monthly and quarterly reporting
- A high level overview of department goals of Facilities, HR, EAD, Contract & Grants, and Public Safety was also presented.

Associate Vice Chancellor Barbara Carroll presented on “*Stuff We Might Care About.*”

- PTO and holidays – charts have been updated and are on the website. Charts of University Official Holidays/Closing; What You Need to Know About PTO; and Accruals and Bank Limits effective Oct. 1, 2016 were handed out. Chancellor declared days (up to 2 per year) have been added.
- Starting wages – increase in starting wage effective October 1, 2016.
- JCAT Project – job categories – working on underlying infrastructures that support what we do.
- Organization Unit Project – work unit – how positions roll up, financial unit – how money rolls up.
- New FLSA Rules – exempt or nonexempt according to the new laws.

- Health care heads up for 2017 – expect increase in health care costs due to less bargaining power because of lower number of employees and other cost drivers.
- Phishing –update on the latest phishing techniques and how to avoid them.

Answers to questions from the group:

- VU insures ourselves and we only use AETNA to manage the plan. Multiple companies are not being looked at this year.
- A policy to cover how days worked during university holidays will compensated is being discussed.
- Wage increases for staff – building the infrastructure to better understand where we are in the labor market. Administration wants to be more strategic about compensation.
- All formal and working titles will be looked at in JCAT process.
- No salaries will be intentionally adjusted down as a result.
- Cannot guarantee that every title will have a clear career path to follow. Sometimes there is no trajectory path for the job.
- Understaffing leads to big questions. We cannot have underperformers working here at Vanderbilt. “Pay well and expect a lot.”
- Vanderbilt currently pays 75% of the total cost of the healthcare programs for us.

CLOSING

The next meeting will be held on September 13th at 8:30 a.m. in The Commons Multipurpose Room. Speaker will be announced.

Meeting adjourned at 9:58 a.m.