



## Meeting Minutes: Tuesday, February 14, 2017

### Student Life Center, Board of Trust Room

#### **Attended:**

Anderson, Dirk  
 Anderson, Katherine  
 Assadian, Nurlana  
 Barclay, Samantha  
 Battle, BiShaune  
 Brady, Al  
 Brassil, John  
 Chiavini, Amanda  
 Choate, Corey  
 Clark, Neal  
 Darling, Shelley  
 De Los Santos, Wil  
 Eckert, Danielle  
 Fann, Drew  
 Fox, Anita  
 Harbin, Rachel  
 Heaton, Ashley  
 Hickey, Emily  
 Hughey, Jasen  
 Johnson, Judy  
 Jones, Eric  
 King, Amanda  
 Korab, Emily  
 Lord, Sara  
 Loudon, Jeff

McClure, Nathan  
 Miller, Jean  
 Newell, Tanish  
 Parker, Patricia  
 Payne, Phillip  
 Pepper, Ronnie  
 Preston, Chris  
 Pring, Michael  
 Pursley, Amber  
 Rauh, Jonathan  
 Richter, Andy  
 Ruiz, Carlos  
 Sanchez, Monica  
 Seckman, Matthew  
 Seezen, Karen  
 Siegel, Charlotte  
 Sims, Beth  
 Smothers, Natalia  
 Soren, Carol  
 Sprague, Megan  
 Stanard, Ray  
 Tharp, Anthony  
 Watkins, Heather  
 Weisbrodt, Cathy  
 Wells, Mia  
 Westrom, Lynn

Williams, Megan  
 Woche, Melissa

#### **Did Not Attend:**

Armour, John  
 Ashton, Zeben  
 Bailey, Christina  
 Balthrop, Merry  
 Barrow, Terri  
 Behnam-Gilani, Ali  
 Berry, Carolyn  
 Bonner, Stacey  
 Brown, Kenneth  
 Carlson, Robin  
 Carney, Kathy  
 Christian, Briana  
 Clark, Maura  
 Debeb, Kelley  
 Dixon, Michele  
 Donahue, Laurel  
 Eardley, Karen  
 Engstrom, Steven  
 Giese, Tiffany  
 Glende, Lora  
 Harrell, Rachel  
 Hawthorne, Kelly

Hicks, Antoinette	Sierra, Anthony
Johnson, Faye	Smith, Amy
Kasinger, Jake	Smith, Susie
Lammers, Lillian	Teaford, Jeremy
Latham, Vickie	Thomas, Anna
Madison, Jim	Vincz, JaNiece
Mandeville, Jenny	Waits, Robert
Miltner, Damon	Washam, Glenda
Oglesby, April	
Parks, Liv	<b><u>Sent Regrets:</u></b>
Pickert, Donald	Bailey, Christina
Preston, Chris	Teaford, Jeremy
Provost, Carl	Vincz, JaNiece
Roberts, Janet	Thomas, Anna
Robinson-Wright, Monique	Carlson, Robin
Shelato, Mary	Latham, Vickie

**Guests:**

Bari Brooks, HR  
 Alex Wilson, VUIT  
 Phillis Sheppard, Divinity School  
 Gail Carr Williams, Public Affairs  
 Madison Gilbson, HR  
 Gwen Hopkins, Office of Chancellor  
 Barbara Carroll, HR  
 Rachel Morgan,  
 Deb Grant, HR  
 Scotty Glasgow, HR

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

**OLD & NEW BUSINESS ANNOUNCEMENTS**

- Welcome from President Al Brady.
- Approval of the December and January minutes.

**COMMITTEE HIGHLIGHTS & REPORTS**

*Events, co-chairs Judy Johnson and Amanda King*

- The Red Cross Blood Drive collected 18 units. Thank you to all the volunteers.
- The Share the Love campaign for the Second Harvest Food Drive is continuing throughout the month of February. Anyone still interested in sponsoring a drop off box for their building should contact Amanda or Judy.

*Membership, chair, Anna Thomas*

- Happy Birthday to all the February birthdays.

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

- The Staff Life Poll closes at noon on February 15, 2017.
- The Alternate Transportation subcommittee met in October and November and reviewed those of peer institutions. The subcommittee decided that the most effective way to promote alternate transportation is through an incentive program.
- Alternate Transportation Subcommittee Report – possible incentives to make alternate transportation more attractive include pre-tax payroll deduction option for bus tickets and/or train tickets, creation of an emergency ride home service, reimbursement for cabs or rideshare services for emergency rides home, offer a limited number of free parking

days per month, provide free access to Rec Center showers/lockers for bicyclists and walkers, pay employees for use of alternative transportation, publish article in MyVU once a month highlighting employees using alternative transportation, provide free monthly breakfasts for registered employees to highlight the benefits of alternative transportation, reward employees, and to promote the incentive program, discuss incentive program and include information in HR's new employee orientation, create bicycle repair stand/shops on campus, conduct annual transportation fair, update kiosks in garages with Vandy ID card readers to allow employees to purchase discounted daily parking passes, offer free or more heavily discounted RTA passes to employees, provide covered bus stops, offer an easy to understand program and requirements, and maintain the alternative transportation website with current information.

*Communication, chair Jenny Mandeville*

- Nothing to report.

*Rules and Administration, co-chairs Melissa Wochoer and Vickie Latham*

- Nothing to report.

***Standing Committees***

*Benefits*

- Nothing to report.

*Traffic & Parking*

- Nothing to report.

*Athletics*

- Nothing to report.

***The 2017 Faculty Staff Campaign, Gail Carr Williams and Phillis Isabella Sheppard, co-chairs.***

- Why we should give to Vanderbilt – it is an expression of our commitment to the university's mission; as a non-profit institution, Vanderbilt relies on donations; our gifts inspire additional gifts; and it is an opportunity to come together at work to change our community for the better.
- 2017 campaign progress - \$532,482.48 raised. 618 donors, 18.2% participation.
- Facts – all gifts help the cause; gifts to any area of the university count toward the campaign; every gift is tax deductible; payroll deduction is available; and your gift this year will count towards the campaign goal.
- Learn more and make your gifts at [www.giving.vanderbilt.edu/facultystaff](http://www.giving.vanderbilt.edu/facultystaff).
- Many opportunities to make an impact. You can help by making a gift, hanging a campaign poster in your area, reach out to colleagues and advocate, and share your story at [www.vu.edu/whyigive](http://www.vu.edu/whyigive).

- Giving may be done online via payroll deduction, by credit/debit card, phone, mail checks, through a bequest and life income in your will.

***Scotty Glasgow Senior Special Events Coordinator.***

- The Vanderbilt Employee Appreciation Service Award program is being reviewed. Comments and suggestions are requested. The committee is looking at replacing the current lapel pin with an award badge clasp. A mockup of the suggested badge clasp was passed around.
- The Vanderbilt Women's Basketball Employee Appreciation will be held on Sunday, February 29, beginning with a pre-game fan fest at 12:30 p.m. and Vandy vs. Ole Miss game at 2:00 p.m. Reserve your tickets now at [www.vu.edu/bball](http://www.vu.edu/bball).

***Guest Speaker: George C. Hill Chief Diversity Officer and Vice Chancellor for Equity, Diversity and Inclusion.***

Vice Chancellor Hill reported on the Office for Equity, Diversity and Inclusion and its mission statement (To be intentional about and accountable for the advancement of equity, diversity and inclusion in institutional programs for all students, faculty, and staff across Vanderbilt University) and goals. He mentioned just three of the goals as 1. To stimulate and drive inclusive excellence in all components of Vanderbilt University. 2. To purposefully cultivate a culturally respectful institutional environment in which students, faculty and staff feel safe. 3. To communicate regularly with the university community about challenges. He defined his role of Chief Diversity Officer as a boundary-spanning senior administrative role that prioritizes diversity-themed organizational change as a shared priority at the highest levels of leadership and governance. He reports to the Chancellor as an integrative role that leads, enhances and in some instances supervises formal diversity capabilities of the institution. In this context diversity is not merely demographics but a strategic priority that is fundamental to creating a dynamic educational and work environment that fulfills the teaching, learning, research, and service mission of the institution. Strong partnerships must be formed. Inclusive excellence – making excellence inclusive. The more inclusive we are the more excellent we are. Techniques have to be at the highest standards.

The Committee on Diversity, Inclusion and Community issued its report in July 2016. The full report is available on the Office of Equity, Diversity and Inclusion website as well as the Chancellor's and Provost's websites.

Progress made thus far includes a clear statement of commitment and challenge from the Chancellor; evaluation by each vice chancellor on inclusive excellence; appointment of Chief Diversity Office; and initiation and completion of the Chancellor's Diversity, Inclusion and Community report.

Five priorities include: Unconscious Bias – providing high-quality training and education to students/faculty/staff. Role of the Chief Diversity Officer – collaborating with other vice chancellors and partnerships with TN State and Fisk University. Equity, Diversity and Inclusion Partnerships with Vice Chancellors. Facilitating Critical Conversations – proactively bring together students, faculty, and staff from different backgrounds to conduct discussions. Central Repository for Information – position the office of EDI as the central repository for information and resources related to equity, diversity, and inclusion.

There has been two vice chancellor retreats to discuss direction in equity, diversity and inclusion; incorporation of the Academic Strategic Plan in fostering commitment to equity, diversity and inclusion; and ongoing recruitment of an Associate Provost for equity, diversity and inclusion.

The Faculty Senate is very interested in hearing from staff. The senate's priorities for 2017 include wellness and diversity and inclusion. Mental health and wellness is one of their top areas of focus.

Vice Chancellor Hill asked for input on whether or not the information his office is providing is what is needed, and if the resources are sufficient? Wellness is of critical importance. Suggestions from individuals were related to work life balance and time spent unplugging...much improvement in this area is needed. More incidences of stressed staff. Ways to deal with stress and more resources on how to manage stress are needed, such as mindfulness classes paid by the department. Cooking classes, walking on campus, tours all help with the stress issue. More opportunities are needed for each department to have time during the day to get some exercise. Short 30 minutes lunch hours do not allow time to exercise. Since the Rec Center has moved, less people are going there. The addition of an extra 15 minutes at lunch time would help to get people there and help reduce stress. Endorsements are needed from the top down. Encourage people at the top to be more self-reflective. Offer incentives to deal with wellness.

Vice Chancellor Hill also asked for staff feedback on how well the EDI is performing. A full video recording of Vice Chancellor Hill's talk can be viewed on the USAC website.

## **CLOSING**

**The next meeting will be held on March 14, at 8:30 a.m. in the Student Life Center, Board of Trust Room.**

Meeting was adjourned.