Building Community: Creating Partnerships

Employee Council Meeting
November 15, 2006 at 12:00 Noon
Jones Room, 3rd Floor Woodruff Library, Room 320

ATTENDANCE

PRESENT:

Abreu, Berky    Alexander, Chris    Ali, Yasmin
Ashley, Sharon   Bianchi, Felicia    Blackmon, Melissa
Brennan, Kathleen Burton, Louis    Chebat, Patricia
Clawson, Margaret Commodore, Ruth    Cook-Prince, Susan
Crabb, Jennifer   Culliton, Jackie    Doherty, Susan
Duncan, Carol    Elliott, Cheryl    Englehardt, Matt
Foster, Zandra    Garrett-Bell, Jamila Goetz, Betty
Gresham, Brenda    Hinson, Katherine Howard, Marsha
Jaleel, Joyce    Johnson, Tawana    Kelly, Kenny
Kerry, Sandra    King, Linda    Koffsky, Ed
Long, Nina    Martin, Missie    Matkins, Margaret
McBride, Bill Morgan, Sian    Ndubuiizu, Iruka
Nichols, Carol    Rackstraw, Joanne Ratliff, Susan
Sheldon, Linda    Solomon, Trish    Stephens, Stephanie
Stewart, Glenda    Turner, Audrey Wilson, Dee
Worthy, Robin

ALTERNATES:

Allen-Henry, Sherice    Bragg, Colin Pike, Cecelia
Tolleson, Kent

EXCUSED:

Asherman, Laurie    Wilson, Brenda

ABSENT:

Hayes, Darlene    Brown, Jim    Escobar, Alex-PCORE
Ethridge, Bob Myers, Jill    Williams, Anthony
Welcome
Introduction of Guest Speakers
President, Linda Sheldon welcomed everyone to the meeting and asked the Diversity Leadership Group members present to introduce themselves and summarize their areas: (links to each group follow the names)
Gloria Weaver, Director, Equal Opportunity Programs & Office of Diversity Services – www.emory.edu/EEO/
Lisa Newburn, President’s Commission on the Status of Women – www.pcs.w.emory.edu
Paige Parvin, President’s Commission on Lesbian, Gay, Bisexual, and Transgender Concerns – www.emory.edu/PCLGBT
Tom Frank, President of the University Senate and Vick McCracken with the University Senate – www.emory.edu/SENATE

Linda Sheldon introduced guest speakers, Louis Simmons, Administrative Fellow with Emory Healthcare, and David Thurston, Associate VP for Financial Operations.

Blood Drives
Louis Simmons, accompanied by donor recruitment representative from the American Red Cross Terrill A. Cooper, explained the new “Save a Life” partnership program between Emory and the Red Cross. The program will run from September 1, 2006 to August 31, 2007.

The program’s objectives are:

- To address the current blood supply crisis by strengthening and sustaining a partnership between the Emory community and the American Red Cross.
- To coordinate and centralize blood drive activities for Emory University and for Emory Healthcare.
- To annually increase the quantity of blood donated from the Emory community to the American Red Cross.
- To partner the Emory community with local businesses, civic groups and other surrounding organizations to increase the quantity of blood donated to the American Red Cross.

Work areas will have Blood Drive Coordinators whose role will be to:

- Annually conduct a minimum of two blood drives
- Meets or exceed facility’s annual blood donation goal
- Attend initial planning and quarterly meetings held by the program committee
- Report quarterly blood drive performance results to facility champion
- Collaborate with program committee to develop patient/physician testimonials
- Collaborate with program committee to develop a Donor Appreciation Program

There is an E-donor scheduling system to make it easier for people by giving them an appointment so that they don’t have to worry about it taking too much time away from work. The goal is to reach 1500 pints of donated blood from the Emory system. Emory uses over 56,000 blood products per year.
Employee Council members are asked to become a blood donor, communicate the initiative throughout your constituency group, encourage your colleagues to donate blood throughout the campaign year, and to provide suggestions on how to encourage members from the Emory community to participate in the “Save A Life” Partnership Program. Program incentives come through E-Team Awards Program to encourage community involvement. You may purchase a card from Emory Athletics, attend various events and gain points for gifts. The campaign kick-off will be January 24, 2007 at an event with Dr. Randy Martin. Look for more information in the Emory Report. Please visit the following website, www.givelife.org and enter the sponsor code “EMORY” to locate current and future blood drives and to schedule an appointment to donate blood.

Emory’s Marketplace

Emory’s Marketplace is coming in early 2007 and will be a resource of where to buy all needed internal and external goods and services. The new system’s electronic processes replace EPIC, efficiently and effectively saving money and reducing risk. Vendors are selected based on Emory criteria. The system is through a web site portal and includes having online approvals. Savings are expected to reach $ 5 Million annually.

Risk will be significantly reduced through attention to vendor’s reputation, diversity, and sustainability.

The system will provide efficient and effective processes with approvals, internal controls, and elimination of duplicative efforts and events. Currently have over 30,000 vendors and want to go to preferred vendors for greater discounts and have a single, not multiple, process.

Strategic Sourcing or “Creating Collaborative Partnerships” will allow Spend Analysis (What do we buy? Will that continue? What should it cost?); Collaborative relationships (Campus based commodity advisory committees); and a Commitment to our partners (Promote our preferred vendors).

Risk will be significantly reduced by paying attention to vendor’s reputation (who and where matters); diversity (compliance and commitment); and sustainability (renewable).

All purchases originate through the Marketplace or with a Purchasing Card for low dollar (under $1,500) items.

The efficient and effective procedures will involve: On-line approvals; preferred vendor relationships; simplified process; and intuitive.

Policies are evolving and may include the following:

- **Marketplace Policies**
  - No bidding required with Express vendors
  - Approvals are $ limit driven
  - Express orders go directly to the vendor

- **Sourcing Policies**
  - Required use of preferred strategic vendors
  - Compliance review of exceptions

Mr. Thurston asked the Council members to use preferred vendors, check the Marketplace or call Procurement; help build the Marketplace by telling Finance what we need; and let them work for us, don’t sign contracts/agreements.
The Marketplace is accessed through the web with e-Market Technology used by over 30 universities and many of the largest pharmaceutical companies. The Travel Information Center accesses three preferred travel agencies and discount agreement with Delta for business travel.

Testing is beginning in January 2007 and campus phase-in runs from March to December 2007 with full compliance by the end of 2007. Preferred vendor relationships will be on-going with compliance follow-up, on-line buying replacing the phone, and campus involvement.

OLD BUSINESS

The October minutes were approved.

Treasurer's Report
Chris Alexander reported that the budget currently stands at $4260.

Election of Secretary-Elect Position
Yasmin Ali was elected Secretary-Elect by a voice vote.

Introduction of New Members
New members not present at the September meeting were asked to stand and introduce themselves. Audrey Turner and Sian Morgan did so. The new program assistant, Corletha Carry (ccarry@emory.edu), for the Councils and commissions was also introduced.

Volunteers for Senate Representatives and Committees
Linda Sheldon called for volunteers to fill vacancies on the University Senate. Stephanie Stephens announced that Zandra Foster and Kenny Kelly have agreed to fill two vacancies but three openings remain and will need to be filled by the next meeting.

Budget Support for TCP lunch & learn
Linda Sheldon requested approval for the Employee Council to support the November 16 lunch & learn program with the Transforming Community Project, sponsored by the President’s Commissions, the Office of Multicultural Programs and Services, the Transforming Community Project and the Employee Council. A $50 donation was approved.

NEW BUSINESS

Cheryl Elliott brought members attention to the latest Emory Report with a picture of an armed robbery suspect. She requested that people call her if there are any questions or information.

A Teen Driving Initiative is being held to relate changes to the driving laws becoming effective January 1, 2007.

Committee Chair Updates:
Historian:
Betty Goetz reported on improvements that have been made to employees health care choices over the years. She summarized the increase in health care options from one traditional plan in the 60’s and 70’s to a traditional and two HMOs in the 80’s, to a traditional and a HMO in the 90’s, to two POS and one PPO presently.
**Membership:**
Stephanie Stephens reported that Yerkes and Oxford representative positions are still vacant.

**Communications:**
Katherine Hinson announced the Town Hall will be February 28, 2007, from 12:00 -1:30 pm at the Law School. Currently, President Wagner, Ray Lewis, Mike Mandl, Johnnie Ray, and Rosemary Magee are participating. She requested that members email topic suggestions to her. One idea is to talk about the impact on the Emory community of the Clifton Corridor Project.

**Special Issues:**
Iruka Ndubuizu reported that there are currently no large issues and requested input. Ed Koffsky asked that this committee stay on top of shuttle issues, such as changing routes. The Toco Hills route is discontinued and creating problems for staff. Is any progress being made on a shuttle within nearby neighborhoods? Praise was extended to Linda King for her efforts to extend the Executive Park Shuttle service for a couple of months rather than abruptly ending it. EC members should both gather and pass along information to and from their constituents on this issue.

**Strategic Planning:**
Matt Engelhardt announced that the five sub-committees are working on choosing ideas to focus on this year: Leadership will concentrate on Internal Advancement & an Ombudsman, Benefits is meeting next week to settle on a focus, Training was not represented today, Work-life Balance will be looking at Flexible Work Arrangements, and Community is on hold.

**Announcements**
Katherine Cleaver has a book signing Monday, November 20, at 12:15 at the Law School. Unity Celebration Month Activity Schedule is available at the website [www.unitymonth.com](http://www.unitymonth.com). The Library is holding a meeting on the new parking regulations and will have an audio stream link available.

**Meeting adjourned.**

Respectfully submitted,

Jackie Culliton
Secretary, Employee Council