Welcome

President Iruka Ndubuizu welcomed all members to the meeting and introduced former presidents of the Council. She had them go around and introduce themselves and the year in which they served. She also introduced today’s speakers – President Wagner, Vice Provost Ozzie Harris, University Archivist Ginger Cain and HR’s Theresa Milazzo.

President, James W. Wagner, PhD, welcomed us to a new academic year. He was delighted with our theme, “Discovering Emory”, due to the aspirations of the university. He discussed the difference between aspirations vs. ambitions. He talked about working collaboratively to achieve the goals set out in the University’s strategic plan. He specifically emphasized the importance of everyone “discovering Emory”. We all have to work together to move in the same direction and that if we can not work together and connect with other aspects of the Emory community “we will fail”. He was delighted to see that the Council would be “hopping” around geographically to hold our meetings. He also hoped that we would also be “hopping” around intellectually by including key faculty, staff as well as students as speakers. He discussed the special initiatives that came out of the development of the strategic plan and how these initiatives will answer 3 questions:

1. What is important and needs to be done?
2. Is there room for us to make a difference?
3. Does Emory have any special gifts, talents and/or resources that make us think we could make a difference?

The initiatives were narrowed down to six (“some that will excite you and some that will scare you”):

Global Health — based on Emory’s existing resources—School of Medicine, School of Nursing, School of Public Health, as well as our close proximity and working relationship with the CDC and the Carter Center and Care International.
Predictive Health- He mentioned the new center located at Crawford Long Hospital-Center for Health Discovery and Well Being
Computational Life Sciences
Neuroscience and Behavior

Then the scary ones:

Religion- he mentioned the sensitivity of the topic but also the importance due to the extreme relevance of today
Race and Difference- he describes this issue as a third rail issue there most burn up trying to address the issue, but Emory is trying to be the place that touches that topic and gets energized and help lead others. He mentioned the importance of understanding that there is a difference in being a collection of diverse people and being a community of diverse people. He also mentioned that we have not perfected it by a long shot, but we have declared that we are going to work on it and that we have programs like the Transforming Community Project.

He mentioned that there are ugly things that come about as a strategic plan moves forward to become a “strategic discipline”. He discussed the disappointments of addressing some issues and not others and used transportation as an example. He discussed the themes of sustainability and community.

- We have a sustainability goal around energy -
  o By 2015 the University plans to reduce the amount of energy used on campus by 15% per square foot.
- We have a plan around food -
  o We want to reduce the distance food travels to Emory plates to 500 miles, currently it travels 1700 miles. This means that you may not have certain foods that are not in season.
- We also have a commitment in regards to future building and construction –
  o Our buildings will be LEED Certified buildings (Leadership in Energy and Environmental Design) and Emory currently has the most such buildings of any campus in North America.
- And we have sustainability goals around transportation to which “you have been both the benefactors and the victims of”.
  o The goal is that “we should subsidize as best we can in getting people to this campus not getting cars to this campus and that is where it hurt”. The University was subsidizing parking at a cost of about $1.8 million per year and asked what would happen if we didn’t subsidized parking? Then asked, well then how would we get people here? Well, what if we took that money and invest it into a shuttle system- which is still being perfected- that caters to the nearly 7,000 employees who live within 3 miles of the campus, increased wages for those at the lower end of Emory pay scale, that you had different levels of parking, and have rental cars available for those who may have mid-day needs? As a result there has been a decrease in reserved parking spaces of about 1,000 spaces. Carpools of 3 or more went up from single digits to ~95. Among students there have been 800 fewer cars on campus. This is just an example of how the plan benefits the university but also can hurt.

One of the Council members asked if the shuttle system will be expanding?
President Wagner: First we have to fine tune it. We are not doing as well as we should with the existing hardware that we have. If we can get smarter when and what routes we use. We have received calls from partners. Agnes Scott called us asking us to move our stop 1 block making it more accessible to more people. It is going to be refined and you will see more efficiency in service before you see the shuttle system expand. We will see changes in the Toco Hills area.

President Ndubuizu introduced our new Council sponsor Ozzie Harris II, JD, Sr. Vice Provost for Community and Diversity.

He began at Emory in March 2007 and has been meeting with a variety of people to get to know the community. He has been meeting with groups and individuals whom he doesn’t work with on a daily basis to learn more about the Emory community. He comes from Dartmouth College and that the differences between Emory are both subtle and obvious. One of the ways in which they differ is that Emory has more one-to-one communication that occurred at Dartmouth College. These meetings are meaningful and create a connection, but the challenge to take these small groups and one on one meetings and move them into a common direction. The other thing he is interested in exploring is how we practice community. How do we take the collection of those of us gathered here and construct a community that is meaningful not just a community on paper? What can we do enhance and strengthen the foundations that are here and then move us forward in a 1, 3, 5 or 10 year fashion?

He presented us with his goals and proposals for this year. They are attached.

Discussed the renewal of the National Coalition Building Institute and will kick off a train the trainer session in October. There will be spaces available for 60 to 70 people at Emory Conference Center for a 3-day training session.

Discussed the creation of a Community and Diversity Plan and his desire to move past the aspiration stage and come up with a plan. What do you need to have to create a welcoming and inclusive office? He hopes the Council members will attend on the 22\textsuperscript{nd} of October.

He then took questions:

Question: Interested in the relationship with the Emory Village. Emory has done an inefficient job in communicating and working with the surrounding neighborhoods. How do we as a staff group to facilitate the rehabilitation of the village? What are your thoughts?

Mr. Harris: He will defer to anyone in the room since he has only been here for a short time. Governmental Relations is trying to get us more involved with the local neighborhoods. Michael Rich in the Office of University and Community Partnerships has been really involved with Emory Village. Your point is well taken and gave an example not related to the village. He has been meeting with key stakeholders that send our students and faculty into local K-12 schools and school systems. Currently these efforts seem to lack focus which makes it hard for us to discuss what it is we do and what it is we are trying to achieve. His desire is to see us become more coherent. Hope that all our community-based efforts will become more coherent, understand why we want to develop relationships, why there is a need for relationships, why there is a need for us to be clear about what he hope to get from these relationships, and what we plan to produce from the people who are on the other side of the partnership. Another example: he sat down with the principal of Druid Hills High School and we are not involved there in ways in which we could be and that is an aspect of the very local neighborhood to Emory.
Dr. Wagner: Specifically related to the Village. Other than a little piece of property on North Oxford Road, Emory doesn’t own any of Emory Village. There has been a long standing (7 or 8 year) alliance which has had some Emory representatives on it. There has been a lot of debate with the developer about what they want to do there and that came to head when the county commissioners voted to allow the developer to move forward with what he thought could be done. Our input has been that we would like to see service and broader pedestrian access. There is a first Thursday program where the community and shop owners create a festive environment. We have been very supportive of that. Prior to that there was a student editorial in The Wheel saying that if you want Emory Village to succeed then use it and then the next week there was a front page story about the festivities. We don’t have the authority at this point over the village.

Question: How would your plan/goal for a community and diversity plan integrate with the Transforming Community Project (TCP)?

Mr. Harris: He would hope a lot. He has had a chance to meet Leslie Harris and Jody Usher a couple of different times and he has attended a couple of different things that are actually going on within the project. He is curious and very excited about a number of things he has seen. There is a need for us to get past just talking about race and ethnicity. He knows that the project allows for intersection, but he is hoping that how we describe the community and the diversity here at Emory that we develop a much greater capacity to struggle with a host of consideration and to develop an infrastructure that supports the examination, not just in the classroom for our students, but in our own professional development for both faculty and staff to allow us to talk about some of the tougher issues.

President Ndubuizu introduced Ginger H. Cain, University Archivist, who presented an old recruiting film and had brought several items for us to view to get a sense of Emory’s Past.

President Ndubuizu introduced Theresa Milazzo, Associate VP, Human Resources, who discussed a new health plan being added to the choices for open enrollment. It is a High Deductible Health Plan through Aetna. See attached for the quick reference to describe the program.

Old Business

Minutes from the 5/16/06 Meeting were approved as written.

Kathleen Brennan, Treasurer, gave the treasurers report. We currently have $8,000.

The Orientation

Introduction of Executive Committee - The members of the Executive Committee introduced themselves.

Introduction of members and alternates – All members and alternates present at the meeting also introduced themselves.

Review of the role of Council Representatives and Alternates - President Ndubuizu went over what’s expected of all Council members this year. She implored with them to take their roles as “Voice of Employees” seriously and find creative ways to ensure that their constituents get information both to and from the Council. Our speakers accept our invitation to come to our meeting because they believe they can reach a broad range of staff members. It is up to all of us to ensure that this happens.
Review of responsibilities of Committees – The responsibilities of Committees were reviewed and all the Committee Chairs shared there goals for the year. Members where asked to sign up with a Committee before leaving the meeting today.

New Business

Betty Goetz, Historian, gave a brief history of the Council. Her notes are attached.

Laurie Asherman, Membership Comm. Chair, reviewed our by-laws. The changes that were voted on would reflect the changes in the departmental make up but would not affect the numbers of representatives. The Council Sponsor section was also changed. These changes were approved by the house.

An announcement of the President Wagner’s upcoming State of the University Address on Tuesday, September 25, 2007 from 4:30 - 5:30 p.m. at the Cox Hall Ballroom was made and members were encouraged to attend.

The meeting was then adjourned.

Next meeting: October 17, 2007 at Room 110, Lecture Hall, New School of Medicine Building

Employee Council 9/19/07 Minutes
COMMUNITY AND DIVERSITY

PRIORITIES FOR 2007-2008

A. Design, Staff and Fund the Office of the Senior Vice Provost (March 2007)
B. Design and Support of the President's Commissions and the Employee Council (May 2007)
C. Design, Staff and Fund the National Coalition Building Institute (July 2007)
D. Create a Community and Diversity Advisory Committee (September 2007)
E. Create a Strategic Community and Diversity Committee (January 2008)
CREATING A DIVISIONAL COMMUNITY AND DIVERSITY PLAN

A Plan will help to enhance your area's capacity for shaping a welcoming and inclusive environment

What is a community and diversity plan?

Diversity plans identify priorities and establish concrete goals for achieving these priorities. They typically include:

- A link to the mission and strategic plan/priorities of the institution;
- An opportunity to focus on how we facilitate inclusion:
  - Within our procedures and practices
  - Through recruitment, hiring and retention
  - That promotes learning and professional development
  - By design of our physical and virtual space

Why develop a community and diversity plan?

Plans operationalize our aspiration for community and diversity.

- They provide a design that promotes effective ways to support Emory's goal of inclusion.
- Collaboration throughout the development of a plan strengthens the foundation of community.

When

October 22, 2007

Make time, identify leaders and develop ideas that will allow your area to determine how it might best contribute to Emory's goal of community and diversity:

Meet with consultants and peers
Gather information and ideas
Contemplate ways to engage and energize your colleagues
Move forward to build a committee in your department or area
Quick Guide – High Deductible Health Plan (HDHP- Aetna)

The High Deductible Health Plan (HDHP) utilizes an identical network of physicians and hospitals as the POS plan through Aetna. Of all the Emory medical plan offerings, the HDHP plan design has the highest deductible and out-of-pocket expense potential. Due to its high potential out-of-pocket expense, the HDHP plan has the lowest employee contributions through payroll deduction. The HDHP plan is designed so that participants must pay 100% of medical expenses, including prescription drugs, until the calendar year deductible is met*. Once met, the plan provides coverage as outlined below on a co-insurance percentage whether you are in the core or in-network. Physician Office visits are always a co-payment. It’s important to note that participants can access Preventive Care at any time by paying a co-pay for office visits and routine screenings; but for all other care, participants must meet the plan deductible prior to the plan paying for services.* If you are considering enrollment in this plan, you should consider your ability to meet these expenses in the event of an illness or accident.

Another feature of the HDHP plan is that the plan offers a Health Savings Account (HSA) which enables participants to make pre-tax contributions to accumulate money to cover you and your families current or future qualified medical expenses. Any unused HSA contributions can be rolled over to the upcoming plan year. HSA monies are portable if you leave Emory.

* Important: If you elect family coverage in the HDHP, you must meet the family deductible before the plan begins to pay.

The tables below provide a brief outline of the Aetna HDHP plan reflecting a participant’s responsibility. For more specific information about coverage or cost of a particular service, please contact Aetna directly or review the SPD for the plan.

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<th>PLAN</th>
<th>HDHP (Aetna)</th>
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<td>Core</td>
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<td>Family Maximum</td>
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<td>Specialists Visits</td>
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<td>Lab and X-Rays</td>
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<td>Independent Lab</td>
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<td>PET, CT, MRI</td>
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<td>Emergency Room Visits 3</td>
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<td>Hospitalizations</td>
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<td>Outpatient Facility and Physician Services</td>
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<td>Outpatient Pre-Admission Testing Office Visit</td>
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<td>Lifetime Maximums 4</td>
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1 Includes deductible and co-insurance
2 Includes dermatologists, allergists, and OB/GYN
3 Co-payment waived if admitted to hospital
4 In-Network and Out-of-Network Maximums are combined
5 Preventative screening services are covered at co-pay with no deductible. If not preventive, the deductible and co-insurance apply.

Disclaimer: Every attempt has been made to have the chart and information above accurately reflect the details of the plan. Should there be any errors, the terms and conditions of the Summary Plan Description prevails.
Employee Council History

According to Original By-Laws:

The Council was formed as the Employee Relations Council authorized by the President of Emory University as an integral part of the Affirmative Action Program of the University announced in May, 1969.

General function: to act as an advisory group to central administration on matters of employee relations.

Meetings were held twice monthly, and the first meeting was held February 4, 1970.

Issues addressed during the first year included employee grievances, promotion, traffic & parking, health care, sick leave policy.

In May, 1970 concern was voiced that the importance of Employees Relations Council was not realized by members as evidenced by lack of attendance. Awareness of the council and its importance would be realized as its actions are put into effect.

The June minutes listed the things most affecting employee relations were job security, job classification, job evaluations, salary, medical care, promotion, raises and grievance procedure.

It was also noted that the Council needed more publicity regarding its role, activities and concern for better employee relations.

In 1971 a survey was conducted among various institutes of higher education and all but one gave more holidays than Emory. The Council had requested that consideration be given to making Memorial Day a holiday, but it was denied stating that it was “not a suitable holiday because it would conflict with the academic schedule”. They did, however, vote to add New Year’s Eve.

In 18 months personnel policy had been changed on grievances, promotion, transfers, nepotism, voting time, vacation, sick leave, and emergency leave. The Council had made recommendations concerning the traffic plan and fund drives, and an additional holiday had been added.

In 1973 the Council did much as we are doing this year. They toured Cox Hall, Yerkes and Physical Plant for visibility. We hope to do the same as we meet in various areas on and off campus.

By 1990 medical insurance premiums were split for bi-weekly staff, a child care center was available with a subsidy for graduate students, the sick leave cap had been lifted and the Campus Report was providing increased visibility.
Several things were done to raise employee morale:
   A vendor discount list was developed and circulated
   An employee relations section was developed in personnel
   The Employee Assistance Program was developed
   Management Assessment Program was activated
   Congratulatory letters went out with five year increments of service recognition

Inclusiveness increased with
   Representation on Senate Committees
   Working with Commissions as they were formed
   Representation from outlying areas: CWL, Carter Ctr., Univ. Housing

Eight open houses were held where questionnaires were distributed to determine present areas of concern. Again career path, salary and recognition ranked high

By 1991 Emory had 14,000 employees. Factors were defined which were needed to unify the Emory Community:

   The need to be more human-oriented – Personnel Dept. renamed Human Resources
   Increased communication – Many felt that information was kept confidential, not disseminated. Need for an area of the University designated for employee use and congregation
   Diversity – Definition as a “community of scholars” isolates many of the 45% of Emory employee who do not deliver products of education

Changes in the 90’s
   Recycling adopted
   Town Hall meetings began
   Director of personnel became V.P. of Human Resources
   Employee Council membership included in Campus Directory
   Funded and conducted exit interviews
   All employees included in Campus Directory
   Introduction of photo I.D.s
   Short term disability benefits
   Staff Day

In 1999 the Council again gauged its effectiveness
   Strong support from President’s office and EOP, but spotty elsewhere.
   Membership appointment sloppy in some areas
   Child care far from ideal
   Parking challenging

Three goals for 2000:
Enhance and strengthen communication between council and University administration (Inclusion in Senate Committees)

Heighten awareness of council in Emory Community
(Emory Report, Town Hall meetings, increase member attendance, idea of Meet Your Council Member Day)

Increase Community efforts
(Job shadowing program with Druid Hills High School. Baker Woods Ivy Pull)

The times, they do change

Emory has grown tremendously. This growth has affected Council relationship with administration and with the multi-faceted organization that it seeks to represent.

Today’s concerns: employee grievances, traffic & parking, medical care, sick leave policy, job security, job classification, job evaluations, salary, promotion, raises, and more publicity needed for the Council regarding its role, activities and concern for better employee relations.

But wait a minute! That’s also the list for 1970. Haven’t we achieved anything over the past 37 years?

You bet we have! Many probably heard of “changes” today that they kind of just assumed that it was the way things have always been!

So as change inevitably continues, so does the responsibilities of the employee council to ensure that Emory employee life advances with the time as new solutions evolve for age-old issues.