Meeting Minutes: Tuesday, July 11, 2017
Student Life Center, Board of Trust Room

Present:
Terrie Barrow
Brandon Begarly
Carolyn Berry
Phillip Blackledge
Al Brady
John Brassil
Kay Brooks
Leslie Buchanan
Caroline Caldwell
Robin Carlson
Amanda Chiavini
Corey Choate
Kristen Clark
Lee Clemmons
Emma Cooley
Kirra Cruise-Streat
Latrice Daughtdrill
Wil De Los Santos
Laurel Biqiku
Danielle Eckert
Catherine Erickson
James Fields
Tiffany Giese
Andy Hall
Malina Halman
Rachel Harbin
Ashley Heaton
Ed Higgins
Jasen Hughey
Judy Johnson
Eric Jones
Aletha Karls
Amanda King
Emily Korab
Geoff Little
Sara Lord
Jeff Loudon
Felicia Johnson
Nathaniel Luce
Amelia Malone
Jenny Mandeville
Nathan McClure
JM McDaniel
Shelley Meadows
Jean Miller
Donald Pickert
Tania Pierce
Beth Porter
Michael Pring
Kathleen Rall
Jonathan Rauh
Andy Richter
Carlos Ruiz
Scott Rutledge
Monica Sanchez
Carjami Scott
Karen Seezen
Stephanie Sefcik
Beth Simms
Natalia Smothers
Carol Soren
Susan Taylor
Kerrie Turney
JaNiece Vincz
Michelle Wachter
Robert Waits
Cathy Weisbrodt
Mia Wells
Megan Williams

Not Present:
Chrystie Anderson
Merry Balthrop
Stacey Bonner
Kenneth Brown
Kathy Carney
Neal Clark
Michele Dixon
Bailey Garrett
Lora Glende
Vickie Latham  
Liv Parks  
Chris Preston  
Angela Reed  
Ursula Robinson-Nichols  
Anthony Sierra  
Kimberly Turner  
Heather Watkins  
Lynn Westrom

**Sent Regrets:**  
Katherine Anderson  
Joanna Clark  
Drew Fann  
Greg Harvey  
Bailey McChesney  
Charlotte Siegel  
Megan Sprague  
Ray Stanard  
Anthony Tharp  
Tara Williams  
Melissa Wocher  
Rachel Morgan

**Visitors:**  
Carmen Thomas  
Madison Gibson  
Judy Arntz  
Gary Gray  
Lauren Tillman  
Scotty Glasgow  
Deb Grant
8:31 am President Michael Pring called the meeting to order.

**OLD & NEW BUSINESS ANNOUNCEMENTS**
- Welcome from President Michael Pring
- June and July minutes will be approved next meeting
- Sign up to give to the Vanderbilt Hardship Fund with your Kroger Plus Card which goes towards helping Vanderbilt employees during financially troubled times.

**COMMITTEE REPORTS**

*Events, co-chairs Judy Johnson & Amanda King*
- Review of Events Committee
- Support Vanderbilt Events and Programs
  - Employee Assistance Tailgate, Turkey Toss, Flulapalooza, Employee Hardship Fund, Nashville Sounds Game
- Past year events include:
  - Red Cross Blood Drive
  - Second Harvest Food Bank
  - Nashville Humane Association
- Sponsor Community Connections
- Goals: Host Professional Development mini seminars and networking ideas
- First meeting will be July 24, time/location TBD

*Staff Life, co-chairs Andy Richter & Jeff Louden*
- Review of Staff Life Committee
- Responsibilities & prioritizing the issues of staff concern
  - Bi-annual staff poll will probably released at the end of July 2017
- Highlights
  - PTO Recommendation
  - CARE initiative
  - All gender restroom recommendation
  - Meal plan discounts offered twice a year
- Upcoming recommendations:
  - Retirement
  - Ombudsman

*Membership Committee, co-chairs Amanda Chiavini & Caroline Caldwell*
- Responsible for annual election, maintain roster/track attendance, arranging greeters, onboarding new members, birthdays, shout-outs announcements
- Committee members:
  - Seeking 8-10 members
  - Anchor Link familiarity is a plus
  - Meeting every other month
  - Remote work is available
Communication, chair Carlos Ruiz
  - Facilitates communication to USAC and Vanderbilt employees
  - Utilize communication tools such as emails, website, blog, social media
  - Experience interest in writing, social media, marketing, web content or web UX
  - Please tag and follow Vanderbilt USAC on Instagram, Facebook, and Twitter

Rules and Administration, co-chairs Ashely Heaton & Emily Korab
  - Update and reflect current USAC procedures in our bylaws
  - Update operations manual last updated in 2014/2015
  - Meeting once a month

Scotty Glasgow, Sr. Special Events Coordinator
  - Upcoming Employee Appreciation Event:
    - Art in the Afternoon will be held in the Fine Art Gallery at Cohen Memorial Hall from noon – 2:00 pm on July 18, 2017. Admission is free for employees.

Tammy Key & Clair Brigman, HR Learning & Organizational Development
  - Breakout Flip Chart resume activity for USAC members

CLOSING

The next meeting will be held on August 8th at 8:30 a.m. in the Commons Multi-Purpose Room

Meeting was adjourned.