



## Meeting Minutes: Tuesday, December 8, 2020

### Online Zoom Meeting

#### Present:

Barclay, Samantha	Pickert, Donald	Jones, Haley
Best, Douglas	Smith, LaDonna	Smith, Amy
Jackson, Donald	Johnston, Caroline	Woodruff, Karen
Clemmons, Lee	Kelley, Emily	Griffin, Shore
Taylor, Susan	Kiolbasa, Mary	Osinski, Keegan
Carter, Marsha	Linski, Jamie	Fuchs Hritz, Kathleen
Crowhurst, Stace	Porter, Beth	Johnson, Faye (Linda)
Armstrong, Anjelica	Baquera, Felisha	Yockey, Heather
Bennett, Garrett	McKeever-Burgett, Adam	Charley, Myles
Conwell, Patrick	Wang, Rong "Joanne"	Gracey, Lisa
Davis, Jessamyn	Ripley, Kate	Robertson, Katelen
Fox, Anita	Williams, Tara	Fields, Craig
Pring, Michael	Dawson, Toni Renee	Maddox, Lynn
Clair Brigman, Clair	Faith Bishop, Faith	Berry, Courtney
Coppinger, Whitney	Jennifer Bennett, Jennifer	Bourgoin, Jeremy
Hansbrough, Sean	Kimberly Turner,	Farst, Paige
Hollifield, Michael	Kimberly	Jones, Michael
LeBlanc, Jennifer	Lawrence Givens, Tiffany	Templeton, Alison
Loudon, Jeff	Stiles, David	Cole, Victoria
Lowe, Deni	Walker, Susan	Hastings, Lynn
Robinson, Antonio	Butner, Sean	Mundy, Meaghan
Rutledge, Scott	Harding, Amanda	Rall, Kathleen
Wolff, Jeannette	Manlove, Sharon	Cooley, Emma
Artus, Meagan	Steffanick, Adam	Dixon, Michele
Bordenstein, Sarah	Mullen, Becky	Johnson, Denise
Brown, Jacquelyn	Weisbrodt, Cathy	Majewski, Ashley
Cherry, Sandy	Putnam, Sara	King, Amanda
	Saxon, Allie	Gibson, Madison

Nelson, Roberta (Rob)  
 Sims, Beth  
 May, Ela

Anuj Rastogi,  
 Anuj  
 Ingram, Donna  
 Luffman, Josh  
 Graham, Kashif  
 Kamtarin,  
 Shahpar  
 Anderson,  
 Matthew  
 Bess, Angela  
 Higgins, Ed  
 Sanders, Sara  
 Jensen, Lena  
 Mullane,  
 Courtney

**Not Present:**

Cedzich, Michele  
 Halman, Michelle  
 Hill, Olivia  
 Engstrom, Steven  
 Martin, Robert  
 Carroll, Chantry  
 Perry, Will  
 Nashabi, Maya  
 Anuj Rastogi, Anuj  
 Ingram, Donna  
 Luffman, Josh  
 Graham, Kashif  
 Kamtarin, Shahpar  
 Anderson, Matthew  
 Bess, Angela  
 Higgins, Ed  
 Sanders, Sara  
 Jensen, Lena  
 Mullane, Courtney

Cedzich,  
 Michele

**Guest:**

Brooks, Bari  
 Dooley, Kyle  
 Hicks, Chris  
 Kopstain, Eric  
 Moore, Teea  
 Nairon, Laura  
 Rucker, Cleo  
 Sierra, Bryn

Engstrom,  
 Steven  
 Martin, Robert  
 Carroll, Chantry  
 Perry, Will  
 Nashabi, Maya

**WELCOME**

*Caroline Johnson, President, called meeting to order at 8:30am*

- Welcome

**NEW and OLD BUSINESS ANNOUNCEMENTS**

- Minutes – November
  - Minutes are posted on the website each month prior to next meeting
  - Approved
- Employee Hardship Fund
  - These funds go directly to support the Faculty and Staff Hardship Fund for those employees experience temporary hardships.
  - More information can be found her for both Kroger Community Rewards and the Faculty and staff Hardship Fund, <https://www.vumc.org/health-wellness/news-resource-articles/faculty-and-staff-hardship-fund>

**COMMITTEE REPORTS**

*Communications Committee, Jeff Loudon and Ashley Majewshi Co-Chairs*

- Next meeting 12/11 at 10 a.m.
- Website updates – new ribbon
  - Additional changes will be made as needed
- Social media request form live under contact us
- December will have breakout rooms and possible zoom group photo

*Events Committee, Amanda King and Jennifer Bennett Co-Chairs*

- Elf Program 2020
  - Hardship fund will provide help to Vanderbilt parents.
  - Donations will be accepted at ELP building
  - Deadline is December 18th
- Virtual Coffee Breaks
  - December 16th
  - Breakout groups
  - Registration link in USAC newsletter

*Membership Committee, Cathy Weisbrodt and Lynn Hastings Co-Chairs*

- December Birthdays
- Meet a USAC Member
  - *Paige Farst, MA, Marketing and Communications Coordinator – Office of Dean of Students*
- January 2021 – Upcoming Elections for Odd Groups

*Rules and Administration, Sean Butner and David Stiles Co-Chairs*

- Next Wednesday at 1pm

*Staff Life, Amanda Harding and Jamie Linski, Co-Chairs*

- Professional development proposal first view
  - 2<sup>nd</sup> Read
  - Recommendation
    - Phase I (immediate impact)
      - Mobilize campus wide communications
      - Improve online training and revamp user interface
      - Provide centralized support to expand existing campus wide professional development programs
    - Phase II (long term impact)
      - Build an all inclusive set of professional development resources and career guidance tools
      - Leverage oracle as a development planning/tracking hub
      - Develop a centrally coordinated set of comprehensive staff mentorship programs
  - Motion to Approve Proposal: proposal Approved
- Next Meeting: December 16<sup>th</sup> at 2 p.m.
  - Send email if interested in attending meeting

*Equity, Diversity, and Inclusion (EDI) – Denise Johnson & Antonio Robinson Co-Chairs*

- Heritage Calendar
  - Sub-committee will be led by Olivia Hill
  - Email [usac@vanderbilt.edu](mailto:usac@vanderbilt.edu) if interested in being involved
  - Highlight different cultures, events
- Next meeting: 12/17 at 9 a.m.

**KEYNOTE SPEAKER**

*Cleo Rucker – Senior Director, HR Consulting, Employee & Labor Relations*

- HR Partnerships
  - Partner and provide services
  - Provide diverse and high performing work culture
  - Support a positive work experience for staff
  - How does HR consulting partner with staff
    - Point of contact
    - Available to provide guidance
    - Counsel staff on policy interpretation and application
    - Advise staff on available resources during life events
    - Counsel employees on performance and discipline concerns
- HR Team
  - *Bari Brooks,*
    - *Senior HR Consultant & Labor Relations*

- *Chris Hicks,*
  - *Senior HR Consultant & Labor Relations*
- *Teea Moore,*
  - *Senior HR Consultant & Labor Relations*
- *Tanya Brown,*
  - *Assistant Director Workers' Compensation and Leave Management*
  - *HR Consulting, Employee and Labor Relations and Benefits*
- *Anita Wilhelm, Associate HR Consultant*
  - *HR Consulting, Employee and Labor Relations*

## **BREAKOUT ROOMS**

## **CLOSING REMARKS**

*Caroline Johnson, President*

- Next Meeting: Guest Speaker - Chancellor
  - Tuesday, January 12, 2020
  - Time: 8:30 am
  - Location: Zoom

**Meeting was adjourned at 9:55 am.**

***Our Vision: Through communication, consultation, and service, the Council will promote a strong partnership among the staff, faculty, students, and administration of Vanderbilt University.***