Meeting Minutes: Tuesday, December 8, 2020
Online Zoom Meeting

Present:
Barclay, Samantha
Best, Douglas
Jackson, Donald
Clemmons, Lee
Taylor, Susan
Carter, Marsha
Crowhurst, Stace
Armstrong, Anjelica
Bennett, Garrett
Conwell, Patrick
Davis, Jessamyn
Fox, Anita
Pring, Michael
Clair Brigman, Clair
Coppingar, Whitney
Hansbrough, Sean
Hollifield, Michael
LeBlanc, Jennifer
Loudon, Jeff
Lowe, Deni
Robinson, Antonio
Rutledge, Scott
Wolff, Jeannette
Artus, Meagan
Bordenstein, Sarah
Brown, Jacquelyn
Cherry, Sandy

Pickert, Donald
Smith, LaDonna
Johnston, Caroline
Kelley, Emily
Kiolbas, Mary
Linski, Jamie
Porter, Beth
Baquera, Felisha
McKeever-Burgett, Adam
Wang, Rong "Joanne"
Ripley, Kate
Williams, Tara
Dawson, Toni Renee
Faith Bishop, Faith
Jennifer Bennett, Jennifer
Kimberly Turner, Kimberly
Lawrence Givens, Tiffany
Stiles, David
Walker, Susan
Butner, Sean
Harding, Amanda
Manlove, Sharon
Steffanick, Adam
Mullen, Becky
Weisbrodt, Cathy
Putnam, Sara
Saxon, Allie

Jones, Haley
Smith, Amy
Woodruff, Karen
Griffin, Shore
Osinski, Keegan
Fuchs Hritz, Kathleen
Johnson, Faye (Linda)
Yockey, Heather
Charley, Myles
Gracey, Lisa
Robertson, Katelen
Fields, Craig
Maddox, Lynn
Berry, Courtney
Bourgoine, Jeremy
Farst, Paige
Jones, Michael
Templeton, Alison
Cole, Victoria
Hastings, Lynn
Mundy, Meaghan
Rall, Kathleen
Cooley, Emma
Dixon, Michele
Johnson, Denise
Majewski, Ashley
King, Amanda
Gibson, Madison
Nelson, Roberta (Rob)
Sims, Beth
May, Ela

**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

**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 Louden 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
  - 2nd 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 16th 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 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
    o Tuesday, January 12, 2020
    o Time: 8:30 am
    o 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.