Meeting Minutes: Tuesday, July 13, 2021
Online Zoom Meeting

Present:
Beck, Rebekah
Borgic, Kevin
Cochrane, Brian
Pezzati, Katelyn
Watson, Hollie
Carter, Marsha
Crowhurst, Stacey
Hill, Olivia
Conwell, Patrick
French, Caitlyn
Bennett, Jennifer
Dawson, Toni Renee
Lawrence Givens, Tiffany
Hansbrough, Sean
Hollifield, Michael
Karns, Allen
Mitchell, Heather
Naughton, Megan
Pratt, Jeremy
Artus, Meagan
Cherry, Sandy
Pickert, Donald
Smith, LaDonna
Barrow, Fiana
Kiolbasa, Mary
Poteete, Sarah
Baquera, Felisha
McKeever-Burgett, Adam
Nashabi, Maya
Wang, Rong "Joanne"
Bush, Marita
Dixon, Michele
Johnson, Denise
Melson, Keire
Cahill, Bess
Gyarmati, Krista
Sierra, Bryn
Turner, Kimberly
Walker, Susan
Aloyo, Alyssa
Harding, Amanda
Manlove, Sharon
Nelson, Rob
Nesbitt, Brianna
Weisbrodt, Cathy
Noote, Allie
Putnam, Sara
Bousquet, Ben
Moreno, Mackenzie
Smith, Amy
Tallent, Emily
Bond, Rachel
Farrelly, Judith
Stumpf, Jean
Bess, Angela
Gracey, Lisa
Higgins, Ed
Knighton, Keeouka
Maddox, Lynn
Wilson, Maisie
Bourgoin, Jeremy
Jones, Michael
Templeman, Alison
Cole, Victoria
Dickson, Nancy
Hastings, Lynn
May, Ela
Bishop, Faith

Not Present:
Jackson, Donald
Bonner, Cheryl
Pring, Michael
Ingram, Donna
Luffman, Josh
Rastogi, Anuj
Adams, Charlton
Reddington, Hayley
Bordenstein, Sarah
Brown, Jacquelyn
Carroll, Chantry
Kelley, Emily
Perry, Will
Cooley, Emma
McCrary, Bethanie
Graham, Kashif
Griffin, Shore
Kamtarin, Shahpar
Osinski, Keegan
Anderson, Matthew
Charley, Myles
Sanders, Sara
Berry, Courtney
Farst, Paige
Mundy, Meaghan

**Guests:**
Clark, Krystal
Vaught, Krista
WELCOME
*Tiffany Lawrence Givens, President, called meeting to order at 8:32am*

- Welcome
  - First meeting of year

NEW and OLD BUSINESS ANNOUNCEMENTS

USAC Vision and Mission

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

Who We Are & What We Do:
- 100 members across 19 groups (down from 20 groups last year).
- 29 new members.
- Serve as an Advisory Group to Administration and Staff on issues, policies, and practices which affect the University and those served by the Council.
- Create and submit proposals to Administration.
- Provide ongoing staff representation on University Committees, including Benefits, Traffic & Parking, C.O.R.E, and Employee Hardship Fund.

Role of USAC Member:
- Attend monthly USAC meetings and disseminate information to your constituents.
- Vote on USAC resolutions and recommendations based on the desires of your constituents.
- Serve on a USAC Standing Committee of your interest –
  - Communication
  - Equity, Diversity, and Inclusion
  - Events
  - Membership
  - Rules and Administration
  - Staff Life
- **Employee Hardship Fund – Kroger Card**
  - These funds go directly to support the Faculty and Staff Hardship Fund for those employees experience temporary hardships.
  - More information can be found here 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](https://www.vumc.org/health-wellness/news-resource-articles/faculty-and-staff-hardship-fund)

- **Minutes**
  - May Minutes Approved
  - June Minutes Approved

- **Kroger Card**
  - Reminder to sign up for/use/update your Kroger Card – friends and family can also sign up. Helping colleagues in need within the university community is easy when you use your Kroger Plus card to benefit the Vanderbilt Faculty and Staff Hardship Fund.
• Go to krogercommunityrewards.com and sign in or register in the upper right corner of the page.
• Go to the Community Rewards section and enroll.
• Search for and select Vanderbilt University.
• When you are done, Vanderbilt should appear under the community rewards section of your account summary.

Remember, you must swipe your registered Kroger Plus card or use the phone number associated with your account when checking out at the store for your purchase to count. NOTE: Donations to the general use Hardship Fund are not considered to be tax deductible charitable contributions according to IRS guidelines, but you may consult with your tax adviser.

COMMITTEE REPORTS
Survey will be sent to all USAC members; please respond with the Committee of your choice.

• Communication –
  o Faith Bishop and Jeff Loudin – Co-Chairs
    ▪ Focus on ensuring staff council members & their constituents are informed of upcoming meetings, meeting notes, events, and opportunities across the University.
    ▪ Facilitate a variety of USAC communications:
      • Monthly Newsletter
      • USAC website
      • USAC Meeting notes, recordings, meeting times, meet a USAC member profiles
      • USAC Social Media – Facebook, Twitter, Instagram
      • Other communications as needed
    ▪ Ensure communications and website updates are standardized and occur regularly.
    ▪ Develop engaging content through USAC newsletters and social media.
    ▪ Empower committee members to gain skills in developing content, updating the website and more.
  o Staff Members can submit social media requests for USAC social media to publicize University events. **If you have an event, activity or resource that is relevant to university staff that would benefit from promotion via the USAC social media channels (Instagram, Twitter and Facebook), submit your ideas to us via this form.** (Found on the USAC website under the Contact Us tab): https://forms.vanderbilt.edu/view.php?id=1331832. USAC Communications Committee members will review submissions, make any needed edits and post accordingly. Submission of an idea does not mean promotion is guaranteed. Please note that events, activities, and resources promoted on the USAC channels must be open to all university staff.

• EDI –
  o Denise Johnson and looking for a Co-Chair
    ▪ Promote and develop a culture of collaboration and inclusion at Vanderbilt.
- Support the success and affirmation of all Vanderbilt professional and support staff.
- Issues of equity, diversity, and inclusion include, but are not limited to: gender, sexual orientation, religion, natural origin, age, and disability.
- Heritage Calendar in partnership with Office of EDI is a current project.
  - July 2021 focus is Americans with Disabilities Act Day – July 26
- Holiday Observances (MLK, Jr. Day and Juneteenth) Proposal –
  - Juneteenth proposal on track for 2021 submission.

- **Events** –
  - *Jennifer Bennett and looking for a Co-Chair*
    - Vanderbilt’s Faculty and Staff Hardship Fund provides assistance to qualifying faculty and staff who are experiencing a temporary hardship due to a significant life event.
    - Donate:
      - PayPal@USACVU
      - Mail a check to VU Hardship Fund, Work/Life Connections-EAP, VU Medical Arts Building, Suite 010, Nashville, TN 37212.
  - Next meeting July 27; 1 PM.

- **Membership** –
  - *Cathy Weisbrodt and Lynn Hastings Co-Chairs*
    - Facilitate membership elections.
    - Onboard new members.
    - Maintain membership rosters.
    - Track monthly meeting attendance.
    - Arrange Greeters for Monthly Meetings.
    - Share special member announcements (birthdays, member shoutouts, awards, etc)
    - As needed, work with officers to facilitate reappraisal.
    - Seeking 8 committee members.
    - Self-directed and familiar with Excel.
    - Attend 4 committee meetings.
    - Remote work available with specific committee tasks.
    - Opportunity for new ideas.
  - Recognized Lisa Gracey, Director of Operations, Women’s Lacrosse Team, Athletics Dept as Staff Member of the Month.
  - July Birthdays – Marita Bush, Stacy Crowhurst, Lynn Maddox, and Bryn Sierra.

- **Rules & Administration** –
  - *Amy Smith and Michael Jones Co-Chairs*
    - Maintain and review Bylaws.
    - Recommend to the President when a revision and/or amendment to the bylaw is appropriate.
- Serve in Staff Council matters as the official arbiters of the meaning of the Bylaws.
- Act as procedural arbiters, following basic principles of Roberts Rules of Order in Staff Council Meetings.
- Detail oriented.
- Stickler for order.
- Requires some but not a ton of time to commit.

**Staff Life**
- Adam McKeever-Burgett and Sara Putnam Co-Chairs
  - Research and prioritize issues of staff concern.
  - Recommend for the Council’s consideration a specific course of action when appropriate.
  - Deliver Parental Leave Policy recommendations to University Administration.
  - Determine issues of staff concerns through regular review of anonymous contact form on USAC website. [https://www.vanderbilt.edu/usac/about/contact.php](https://www.vanderbilt.edu/usac/about/contact.php)
  - Coordinate with Executive Committee to identify and prioritize issues of staff concern to investigate and develop new recommendations.

**KEYNOTE SPEAKERS**
- Krystal Clark, Director, Employee Learning and Engagement
- Krista Vaught, Assistant Director, Employee Learning and Engagement
  - Thank you for the work all employees have done over the last 18 months – kept Vanderbilt moving forward.
  - Join ELE for Learning Experiences
    - 7/15 1-2PM – BRAVING – Exploring the Anatomy of Trust
    - 7/20 2-4PM – Design Thinking, Upskilling, and Experimenting for Career Growth
    - 7/28 11AM-12PM – Five Dysfunctions of a Team
  - Sign up at [vanderbilt.edu/ele-workshops](http://vanderbilt.edu/ele-workshops)
  - Receive the Weekly Newsletter
    - Sign up at [ele@vanderbilt.edu](mailto:ele@vanderbilt.edu)
  - Community Builders (formerly known as Ice Breakers)
    - VU Trivia
    - What is the most meaningful part of your job?
    - What inspired you to serve on USAC?
    - Favorite VU memory?
    - Positive VU staff engagement?

**CLOSING REMARKS**
_Tiffany Lawrence Givens, President_
- Next Meeting:
  - Tuesday, August 10, 2021
Time: 8:30 am
Location: Zoom

- All staff members are invited to attend.
- The new zoom link for the year is - https://vanderbilt.zoom.us/j/94359864043?pwd=ZFRyRHpaSzh1Tmd0QzFzb1Y4b0ZRQT09

Meeting was adjourned at 9:35 am.

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