



Meeting Minutes: Tuesday, July 14, 2020

Online Zoom Meeting

Present:

Barclay, Samantha	Smith, LaDonna	Woodruff, Karen
Jackson, Donald	Johnston, Caroline	Graham, Kashif
Clemmons, Lee	Kelley, Emily	Griffin, Shore
Taylor, Susan	Kiolbasa, Mary	Kamtarin, Shahpar
Carter, Marsha	Linski, Jamie	Osinski, Keegan
Crowhurst, Stace	Porter, Beth	Fuchs Hritz, Kathleen
Hill, Olivia	Baquera, Felisha	Yockey, Heather
Bennett, Garrett	McKeever-Burgett, Adam	Anderson, Matthew
Conwell, Patrick	Nashabi, Maya	Bess, Angela
Davis, Jessamyn	Wang, Rong "Joanne"	Gracey, Lisa
Fox, Anita	Ripley, Kate	Higgins, Ed
Pring, Michael	Williams, Tara	Robertson, Katelen
Clair Brigman, Clair	Dawson, Toni Renee	Sanders, Sara
Hansbrough, Sean	Faith Bishop, Faith	Fields, Craig
Hastings, Joe	Jennifer Bennett, Jennifer	Maddox, Lynn
LeBlanc, Jennifer	Kimberly Turner, Kimberly	Bourgoin, Jeremy
Loudon, Jeff	Lawrence Givens, Tiffany	Farst, Paige
Martin, Robert	Luffman, Josh	Jones, Michael
Robinson, Antonio	Stiles, David	Cole, Victoria
Rutledge, Scott	Walker, Susan	Hastings, Lynn
Wolff, Jeannette	Butner, Sean	Mullane, Courtney
Artus, Meagan	Harding, Amanda	Mundy, Meaghan
Bordenstein, Sarah	Manlove, Sharon	Rall, Kathleen
Brown, Jacquelyn	May, Ela	Dixon, Michele
Carroll, Chantry	Mullen, Becky	Johnson, Denise
Cherry, Sandy	Weisbrodt, Cathy	Majewski, Ashley
Pickert, Donald	Putnam, Sara	King, Amanda
	Saxon, Allie	Gibson, Madison

Not Present:

Best, Douglas
Cedzich, Michele
Halman, Michelle
Lowe, Deni
Galford, Suzanne
Jones, Haley
Smith, Amy
Berry, Courtney
Jensen, Lena
Cooley, Emma
Armstrong, Anjelica
Engstrom, Steven
Coppinger, Whitney
Anuj Rastogi, Anuj
Ingram, Donna
Johnson, Faye
Charley, Myles
Pabon, Melody
Robinson-Nichols, Monique

Guest

Glasgow, Scotty
Nairon, Laura
Smith, Janet

WELCOME

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

- Welcome

OLD & NEW BUSINESS ANNOUNCEMENTS

- Minutes – Review May and June Minutes in August
 - Minutes are posted on the website each month prior to next meeting.
- Employee Hardship Fund
- Reminders
 - Kroger Cards

Return To Campus Plan - *Laura Nairon*

- Return to Campus website - vu.edu-fall2020.vanderbilt.edu
 - Updated daily
 - FAQ section
- Remote Working
 - Extended remote working for areas that are possible
 - HR Website
 - Guide for supporting leaders and staff (right under covid banner)
 - Announced: 3 new workshops that focus on remote working
 - Working
 - Leading Remote Teams Effectively
 - Employee engagement & recognition for leaders
 - *Scotty Glasco*
 - Do you know VU
 - Thursday July 23rd at noon
 - Employeeappreciation@vanderbuilt.edu

COMMITTEE REPORTS

Fill out Survey for Committee Membership

Communications Committee, Jeff Loudon and Ashley Majewshi co-Chairs

- Ensuring staff council are informed of upcoming meetings, meeting notes, events and opportunities
- Facilitate communications
- Goals:
 - Communication and website updates are standardized and occur regularly
 - Develop engaging content through newsletters and social media

Equity, Diversity, and Inclusion (EDI) – co-chairs Denise Johnson & Antonio Robinson

- Aims to promote and develop a culture of collaboration and inclusion at vu, which supports the success and affirmation of all vandy professional and support staff. Issues of equity, diversity, and inclusion.
- Current Proposals:
 - MLK Jr and Juneteenth holiday additions for staff
 - Land acknowledgement statement

1st Reading of Holiday Proposal Overview

- Martin Luther King Jr Day
 - Observed 3rd Monday of January
 - Previously proposed in 98 and 2016
 - Staff encouraged to participate
 - VU one of 3 top tier university that don't observe
 - Vu only SEC that doesn't observe
- Juneteenth
 - Observed June 19th
 - Commemorate the ending of slavery on this date in 1865
 - Currently being adopted and considered by many peer institutions
 - Vu can emerge as a leader and validate their commitment to EDI initiatives
- Motion approved for second reading next month

Events Committee, Amanda King Chair

- Stay Connected
 - Community service and connecting with people
 - Holding events
 - Kroger cards
 - Virtual events and staying connected
- If interested in committee and co-chair email amanda

Membership Committee, Cathy Weisbrodt and Lynn Hastings

- Responsibilities
 - Elections
 - Onboard
 - Rosters
 - Attendance
 - Greeters
 - Special member announcements
 - Facilitate reappointment
- Membership survey in anchor link
 - Committee – select top 2
 - Birthday – let's celebrate
 - Meet a member
 - Email with link to be sent this week
 - Complete by Friday July 24th
- Welcome new members
- Happy birthday!
 - Craig Fields
 - Emily Kelley

- Garrett Bennett
- Haley Jones
- Hastings Benitone
- Annual Elections
 - All Even Groups: 2, 4, 6, 8, 10, 12, 14, 16, 18 & 20
 - Elections Concluded Yesterday
 - Welcome 2020-2022 Representatives in July
 - Questions: usac@Vanderbilt.edu
- Meet a Member
 - Karen Woodruff – Sr. Executive Secretary for Enrollment Affairs, office of Provost

Rules and Administration, Sean Butner and David Stiles Co-Chair

- Maintain bylaws
- Maintain and update operations plan
- Update operations plan
- Promote familiarity w/USAC procedures
- Review USAC bylaws for updates
- Terms
 - Point of privilege – used to call attention to something...room temp, unmuted, speaker cutting out, etc.
 - This phrase can be used at anytime and in an interruptive way – the chair decides if they'll allow it – no vote required

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

- Research and prioritize issues of staff concern
- Recommend for the council's consideration a specific course of action when appropriate
- Goals:
 - Deliver professional development and staff engagement proposal to univ admin
 - Determine issues of staff concern through regular review of anonymous contact form on USAC website
 - Coordinate w/Exec committee to identify and prioritize issues of staff concern to investigate.

GUEST SPEAKERS

Clair Brigman and Scotty Glasgow, HR, Employee Learning & Engagement

- Go Get-Go(honor code)...pledge
 - Breakout Groups
 - Get to know others
 - Tastiest treat
 - Favorite vacation photo
 - Item with college logo
 - Craziest quarantine purchase

- Most interesting item among your team

CLOSING REMARKS

Caroline Johnson, President

- Next Meeting:
 - Tuesday, August 11, 2020
 - Time: 8:30 am
 - Location: Zoom

Meeting was adjourned at 9:54am.

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