Meeting Minutes: Tuesday, November 9, 2021
Online Zoom Meeting

Present:
Beck, Rebekah
Borgic, Kevin
Jackson, Donald
Pezzati, Katelyn
Watson, Hollie
Carter, Marsha
Bonner, Cheryl
Conwell, Patrick
French, Caitlyn
Pring, Michael
Bennett, Jennifer
Dawson, Toni Renee
Ingram, Donna
Lawrence Givens, Tiffany
Hansbrough, Sean
Hollifield, Michael
Mitchell, Heather
Naughton, Megan
Pratt, Jeremy
Reddington, Hayley
Elliott, Craig
Artus, Meagan
Bordenstein, Sarah
Carroll, Chantry

Cherry, Sandy
Pickert, Donald
Smith, LaDonna
Barrow, Fiana
Kelley, Emily
Kiolbas, Mary
Poteete, Sarah
Zink, Andrea
McKeever-Burgett, Adam
Nashabi, Maya
Wang, Rong "Joanne"
Bush, Marita
Johnson, Denise
Cahill, Bess
Gyarmati, Krista
McCrary, Bethanie
Sierra, Bryn
Walker, Susan
Butner, Susan
Aloyo, Alyssa
Harding, Amanda
Manlove, Sharon
Nesbitt, Brianna
Weisbrodt, Cathy
Putnam, Sara

Bousquet, Ben
Moreno, Mackenzie
Smith, Amy
King, Anna
Kamtarin, Shahpar
Osinski, Keegan
Peters, Erin
Bond, Rachel
Stumpf, Jean
Gracey, Lisa
Higgins, Ed
Knighton, Keeouka
Maddox, Lynn
Wilson, Maisie
Turney, Kerrie
Bourgoin, Jeremy
Farst, Paige
Cole, Victoria
Dickson, Nancy
Hastings, Lynn
Mundy, Meaghan
Bishop, Faith
Sims, Beth
Loudon, Jeff
Not Present:
Cochrane, Brian
Crowhurst, Stacey
Hill, Olivia
Luffman, Josh
Rastogi, Anuj
Adams, Charlton
Karns, Allen
Brown, Jacquelyn
Perry, Will
Baquera, Felisha
Cooley, Emma
Dixon, Michele
Melson, Keire
Turner, Kimberly
Nelson, Rob
Noote, Allie
Tallent, Emily
Graham, Kashif
Griffin, Shore
Farrelly, Judith
Anderson, Matthew
Bess, Angela
Charley, Myles
Jones, Michael
Templeman, Alison
May, Ela

Guests:
Brooks, Bari
Clarksville V.I.P.S. Alpha Theta
Chapter President
Kopstain, Eric
Adams, Laura
Wareham, Jolie Grace
Retton, Patrick
Carlson, Robin
Wilhem, Anita
Kole, Brenda
Siskovic, Connor
Gibson, Madison
West, Michael
Dean, Stephanie
WELCOME
Tiffany Lawrence Givens, President, called meeting to order at 8:37am
- Welcome
  - Agenda Review
  - Your mental health is just as important as your physical health.

GUEST SPEAKERS
Stephanie Dean – Assistant Manager & Clinical Coordinator
Work-Life Connections EAP
Stephanie presented a PowerPoint on Managing Stress and Loss During the Holidays

Holiday Tips
- Everyone has experienced the last 18 months differently
- Please be kind to yourself and to others
- Talk about plans before the holidays
- Be realistic in your expectations of yourself and others
- Find a way to help someone

Mental Health and the Holidays
- Do what works best for you
- Talk to your support people
- Continue with any treatment
- Limit interactions with people who do not treat you kindly

Loss and the Holidays
- Plan
- Recognize that the holiday/s will not be the same
- Take time for yourself but do not isolate yourself from others
- Honor the person and the people missing in your life
- Give to others: share your strengths
- Get support when you need it

Coping Strategies
- Slow Down
- Create structure
- Set boundaries
- Engage in pleasant activities
- Get outside
- Breathing is fundamental – push your belly out like Santa Clause and breathe in – centers you back in the moment

Enhance the Positivity
Notice the Good
• I love the sound of the leaves crunching under my feet.
• My co-worker is so nice.
• The sky is beautiful today.

Gratitude
• What do I appreciate?
• Who do I appreciate?

Savor the Moment
Take time to savor something you really like
• the beautiful leaves on the maple tree
• the taste of the food you are chewing

What You Think Matters
• What you think about a situation impacts your mood and stress level
• Emotions follow thoughts
• With practice we can change our thinking patterns

Want to talk more about this?
EAP is located in the Medical Arts Building, Suite 010
615-936-1327
In person and telehealth visits are available.

Michael West – Manager — Athletics and Student Recreation
Connor Siskovic - General Manager • Ticket Sales and Service
Michael and Connor encouraged everyone to support our student athletes.

• Come to a game.
• Purchase Season Tickets.
• There are staff discounts for season tickets for 4 sports – football, men’s basketball, women’s basketball, and baseball.
• Encourage your office and team to attend together.
• Pictures at half court pre-game and other special things can be done.

Alyssa Aloyo – Office for Inclusive Excellence - Program Coordinator
Alyssa provided an update on the Employee Affinity Groups (EAGs). EAGs are employee-led and facilitated groups formed around interests, backgrounds, identities, and common bonds. Consider getting involved in one or starting one. Share with your offices and teams.

• VU EAGs Website: https://www.vanderbilt.edu/diversity/employee-affinity-groups/
• Current EAGs:
o Association of Vanderbilt Black Faculty & Staff
o Golden Dores (50+ age)
o Glammadores (LGBTQIA+)
o Single Parents
o Asian American Pacific Islander*: https://forms.office.com/r/QMz3FJzeHj
o Disabilities and Chronic Health Conditions*: https://forms.office.com/r/HQHDjf3C74
o Latinx*: https://forms.office.com/r/PQXBG8TQRN
o Veterans*: https://forms.office.com/r/vf5AQnkPpu
o Early Career Professionals: https://forms.gle/osivoStnMGy253fp9

NEW and OLD BUSINESS and ANNOUNCEMENTS

- **Minutes**
  - October 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.

COMMITTEE REPORTS

- **Communication**
  - *Faith Bishop and Jeff Loudon – Co-Chairs*
    - Everyone encouraged to use https://forms.vanderbilt.edu/view.php?id=1331832 to submit events.
    - Next Meeting in December - TBA

- **EDI**
  - *Denise Johnson and Heather Mitchell - Co-Chairs*
    - Heritage Calendar Poster for November is Native American Month
    - Next Meeting TBA

- **Events**
  - *Jennifer Bennett & Amanda King*
    - Please register for the Virtual Coffee Break November 17 at 9:30 AM. Topic will be Returning to Campus.
    - Register here – https://vanderbilt.zoom.us/meeting/register/tJYsd-uprD0pEiTzhEpO3-d4e6J5hgLB0Gw7
    - Upcoming events
      - 2nd Harvest Food Bank volunteering in person opportunity
      - Holiday Jingle to support the Hardship Fund
    - Next meeting November 23rd at 9 AM.
• **Membership** –  
  - *Cathy Weisbrodt and Lynn Hastings Co-Chairs*  
    - Welcome New Member – Craig Elliott  
    - Recognized Marsha Carter as Staff Member of the Month.  
    - November Birthdays – Sandy Cherry, Brian Cochrane, Donna Ingram, Keeouka Knighton, Sharon Manlove, Heather Mitchell, Beth Sims, Jean Stumf  

• **Rules & Administration** –  
  - *Amy Smith and Sean Butner Co-Chairs*  
    - Worrying about the rules for over 25 years so you don’t have to!  
    - Next Meeting November 24th at 1 PM.  

• **Staff Life** –  
  - *Adam McKeever-Burgett and Sara Putnam Co-Chairs*  
    - During the October Committee Meeting – topics discussed:  
      - Parking – please pass along any feedback from our Groups and co-workers to a.burgett@vanderbilt.edu and sara.putnam@vanderbilt.edu.  
      - The “Great Resignation” and its impact on current/remaining staff – please send notes and feedback from our Groups and co-workers to a.burgett@vanderbilt.edu and sara.putnam@vanderbilt.edu or attend next Committee Meeting.  
    - Employee Affinity Group –  
    - Website: [https://www.vanderbilt.edu/diversity/employee-affinity-groups/](https://www.vanderbilt.edu/diversity/employee-affinity-groups/)  
      - Early Career Professional Interest Session – Nov 10; 2 PM  
      - International Employees – Nov 17; 3 PM  
      - Indigenous Employees Interest Session – Nov 29; 6 PM  
      - Register here - [http://vanderbi.lt/ele-workshops](http://vanderbi.lt/ele-workshops)  
      - Employee Motivation from Theory to Practice - Nov 10; 1 PM  
      - Back to School with VU Employee Tuition Programs - Nov 11; 12 PM.  
      - Clifton Strengths for Employees - Nov 17; 1 PM  
      - Five Languages of Appreciation in the Workplace - Nov 18; 2 PM  
    - Next Meeting November 18; 2 PM  

**PARENTAL LEAVE POLICY**  
- Parental Leave Policy – forwarded to Administration.  

**CLOSING REMARKS**  
*Tiffany Lawrence Givens, President*  
- Next Meeting:  
  - Tuesday, December 9, 2021
Meeting was adjourned at 9:37 am.

YOUR MENTAL HEALTH IS JUST AS IMPORTANT AS YOUR PHYSICAL HEALTH

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