



Meeting Minutes: Tuesday, July 12, 2022 Online Zoom Meeting

PRESENT:

Borgic, Kevin
Albright, Dallas
Baughman, David
Benitone, Hastings
Bennett, Jennifer
Bourgoin, Jeremy
Brust, Valerie
Butner, Sean
Carlson, Robin
Carro, Elena
Carroll, Sara
Casey, Drew
Chai, Pearl
Champion, Brittany
Cochrane, Brian
Cole, Victoria
Conwell, Patrick
Coradazzi, Danny
Crutchfield, Savannah
Cummings, Kenedee
Dawson, T. Renee
Dickson, Nancy
Dixon, Amanda
Dodson, Michael
Farst, Paige

Fogg, Christine
Foggie, Christina
French, Caitlyn
Gibbons, Sarah
Gilmore, Alana
Gioglio, Kaslista
Gyarmati, Krista
Harding, Amanda
Hastings, Lynn
Hollifield, Michael
Jackson, Crystal
Johnson, Denise
Keever, Jeffrey
Kelley, Emily
King, Amanda
Kiolbasa, Mary
Kurilko, Rachel
Lampley, Cassanora
Lawrence Givens, Tiffany
Long, Madeline
Maddox, Lynn
Manlove, Sharon
Maraniss, Andrew
Masters, Richmond
McKeever-Burgett, Adam

Melson, Keire
Moody, Chance
Naughton, Megan
Oliver, Leshawn
Patterson Mundy
Peters, Erin
Pezzati, Katelyn
Poteete, Sarah
Putnam, Sara
Reed, Haley
Reeves, Kallea
Sierra, Bryn
Smith, Amy
Smith, LaDonna
Stumpf, Jean
Swayze, Sarah
Taiman, Matt
Walker, Susan
Wang, Joanne
Watson, Hollie
Weisbrodt, Cathy
Wilson, Maisie
Woody, Jennifer
Zink, Andrea

NOT PRESENT:

Beck, Rebekah
Adams, Charlton
Bishop, Faith
Bonner, Cheryl
Bush, Marita
Cooley, Emma
Cope, Sara
Dixon, Michele
Elliott, Craig
Eubanks, Helga
Higgins, Ed
Johnson, Linda
Kamtarin, Shahpar
Manus, Sara
Mitchell, Heather
Noote, Allie
Pratt, Jeremy
Pring, Michael
Rivas, Beth
Weeks, Daravanh

GUESTS:

Brooks, Bari
Alini, Evan
Anthony, Adam
Franklin, TaShunda - Speaker
Gibson, Madison
Glasgow, Scotty
Jones, Kara
Kopstain, Eric
Mckelvy, Deniz
Pizzullo, Mary
Porter, Abigail
Retton, Patrick
Rockafellar, Alex.
Ryon, Chance – Speaker
Salamone, Martin
Smith, Janet
Smith, Chad
Wareham, Jolie Grace
Wilhem, Anita

WELCOME

Amanda Harding, President, called meeting to order at 8:31 am.

- Welcome New and Returning Members
- Agenda Review
 - USAC Overview
 - HR Employee & Engagement Activity
 - USAC Business & Committee Reports

USAC OVERVIEW

The University Staff Advisory Council (USAC) represents all staff members including Vanderbilt University (non-union) positions. USAC is an advisory group to the University's administration, including Chancellor Daniel Diermeier, on issues that are important to staff, such as policies, benefits, and practices.

- 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 –
 - 90+ elected individuals from 19 groups
 - Advisory group to administration and staff on issues, policies, and practices which affect the University and those served by the Council
 - Research, develop, and submit proposals
 - Ongoing campus representation (benefits, traffic & parking, Employee Hardship, EAG creation, HR Recruitment & Retention)
 - Officers -
 - President – Amanda Harding – amanda.harding@vanderbilt.edu – Office of the Provost - Faculty Affairs: Strategy & Operations/Digital Education
 - Vice President – Adam McKeever-Burgett - adam.w.mckeever-burgett@vanderbilt.edu – School of Engineering Student Services
 - Treasurer – LaDonna Smith - ladonna.w.smith@vanderbilt.edu – Biological Sciences
 - Secretary – Lynn Maddox – lynn.d.maddox@vanderbilt.edu – Government and Community Relations
- Elected Representatives Role –
 - 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
 - Communication
 - Equity, Diversity, Inclusion
 - Events
 - Membership
 - Rules and Administration
 - Staff Life

KEYNOTE SPEAKERS

Chance Ryon, HR Employee Learning & Engagement Consultant

TaShunda Franklin, HR Employee Learning & Engagement Consultant

- USAC Connector – The Vanderbilt Way
- Refreshed Identity - One Vanderbilt
- CORE Beliefs:
 - Belonging –
 - Once you are chosen, you belong.
 - Vanderbilt is extremely selective intentional. Only people with the highest potential will make the cut. Once you are here, you will be surrounded by the best and brightest, brought together for one simple purpose: to make each other better.
 - How does USAC support or create opportunities for staff to feel a sense of belonging?
 - Self-Direction –
 - Choose your own path, and go all in.
 - We believe personal purpose can only be found through relentless exploration and challenge. If it is too comfortable , you are not doing it right. Experience as much as you can. And once you discover your path, give it everything you have.
 - How does USAC support or create opportunities to for staff to find opportunities for self-discipline?
 - Collaboration –
 - Teams challenge and support each other.
 - Our goal as a community is to work as one. We believe that by challenging and supporting one another , high-functioning teams are able to accomplish far more than individuals. And only by rallying around a common purpose can we truly multiply our individual potential.
 - How does USAC work collaboratively with campus partners to support One Vanderbilt?
 - Growth –
 - We never stop growing and achieving.
 - A permanent growth mindset is more important than any single achievement, however big. Vanderbilt believes that human potential is realized over a lifetime, in increments and leaps, and it expands as you grow.
 - What are USAC’s plans for growth? How do you provide opportunities for growth to the staff you represent?
 - As a Council, how will USAC continue to work in congruence with Vanderbilt’s Beliefs?
- Members joined breakout rooms to discuss each of the core beliefs and how they connected to the work we do with USAC.

COMMITTEE REPORTS

Communication

Faith Bishop and Andrea Zink, Co-Chairs

- What We Do –
 - Engage with the large campus community
 - Look for opportunities for staff involvement on campus
- Goals –
 - Increase awareness of USAC and ways staff can be involved
 - Make USAC website and social media more streamlined and easier for staff to find information
- Everyone encouraged to follow USAC Social Media: **Twitter** @VanderbiltUSAC; **Instagram** @vanderbiltusac; **Facebook** VanderbiltUSAC
- Everyone encouraged to submit media requests for upcoming events <https://forms.vanderbilt.edu/view.php?id=1331832>.
- Next Committee Meeting TBA

EDI

Erin Peters and Shahpar Kamtarin, Co-Chairs

- The Equity, Diversity, and Inclusion committee is changing our focus this term towards education, and information.
- Past Accomplishment – Martin Luther King, Jr. Day recognized as a university holiday.
- Future Goals – we want to shift our focus towards recognizing and sharing the experiences of our diverse workforce. If you would like to join us in this work, we will be holding a meeting on July 20th at 10 AM.
- Next Committee Meeting will be July 20th at 10 AM.

Events

Jennifer Bennett, Co-Chair

- Seeking a Co-Chair who loves people and planning interactive and inclusive events to keep staff engaged with each other!
- Committee Member Expectations –
 - Attend monthly committee meetings
 - Attend monthly USAC meetings
 - Assist Co-Chairs with facilitating events
- Committee Membership –
 - 5 – 6 Members
 - Willingness to interact with people
 - Enthusiastic about Community involvement
- Accomplishments –
 - Monthly Virtual Coffee Breaks – connecting with campus in a WFH world
 - Coffee Breaks in person at StarBucks and at Rand

- Lunch & Lacrosse
- Community Service - OneGen/Second Harvest Food Distribution at Fort Negley
- USAC Holiday Jingle – fundraiser for Employee Hardship Fund
- Donate on the Date – fundraiser for Employee Assistance Fund
- Next Committee Meeting TBA. (Typically, the last Tuesday of the month at 9 AM)

Membership

Lynn Hastings, Co-Chair

- Seeking a Co-Chair
- Seeking 8 – 10 committee members with skills/characteristics: self-directed & familiarity with Excel
- Approximately 4 Committee Meetings to attend
- All tasks can be done remotely
- Opportunity for new ideas
- Membership Survey in AnchorLink
 - Select top 2 Standing Committees of interest
 - Consider ‘Meet A Member’
 - Submit suggestions for speakers or topics
 - Email with link to be sent this week – to be completed by July 22nd
- Recognized Keeouka Knighton, Department of Communications and Marketing as Staff Member of the Month. <https://my.vanderbilt.edu/usac/meet-a-usac-member-keeouka-knighton/>
- Next Committee Meeting TBA

Rules & Administration

Amy Smith and Sean Butner, Co-Chairs

- Responsible for Rules and Administration (Bylaws, Robert’s Rules of Order, Operation Plan)
- Next Committee Meeting TBA

Staff Life

Sara Putnam, Co-Chair

- Seeking a Co-Chair
- Investigate issues of staff concern through regular review of the anonymous contact form on the USAC website and feedback brought directly to the committee via direct email or by committee members
- Prioritize and research issues
- Propose recommendations on a specific course of action for the council’s consideration
- Accomplishments –
 - Parental Leave proposal submitted to Administration October 2021

- Created “Summary of Issues”
- Amplifying constituent messages to VU Administration on varying topics
- Continued regular meetings with ELE team to follow up on Professional Development proposal
- Please pass issues of concern to sara.putnam@vanderbilt.edu or anonymously at <https://www.vanderbilt.edu/USAC/about/contact>
- Next Committee Meeting July 21 at 2 PM via Zoom.

NEW and OLD BUSINESS and ANNOUNCEMENTS

June Meeting Minutes

- Approved

Kroger Card

- Sign up for/use/update your Kroger Card. 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. <https://www.vanderbilt.edu/usac/initiatives/kroger-rewards.php>

Hardship Fund

- Reminder that The Hardship Fund has funds available for staff who need it - <https://www.vumc.org/health-wellness/news-resource-articles/faculty-and-staff-hardship-fund>

CLOSING REMARKS

Amanda Harding, President

- USAC Next Meeting:
 Tuesday, August 9, 2022
 Time: 8:30 AM
 Location: Virtual Meeting
 All staff members are invited to attend.

Meeting was adjourned at 9:58 am.

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