



## Meeting Minutes: Tuesday, March 14, 2023 Online Zoom Meeting

### Present:

Albright, Dallas  
Baughman, David  
Bennett, Jennifer  
Bishop, Faith  
Bonner, Cheryl  
Borgic, Kevin  
Bourgoin, Jeremy  
Butner, Sean  
Carlson, Robin  
Chai, Pearl  
Champion, Brittany  
Cole, Victoria  
Cooley, Emma  
Cope, Sara  
Coradazzi, Danny  
Cornwell, Cassandra  
Dawson, T. Renee  
Dodson, Michael  
Farst, Paige  
Fogg, Christine  
Foggie, Christina

Gibbons, Sarah  
Gilmore, Alana  
Harding, Amanda  
Hastings, Lynn  
Higgins, Ed  
Hollifield, Michael  
Jackson, Crystal  
Johnson, Denise  
Johnson, Linda  
Kamtarin, Shahpar  
Keever, Jeffrey  
Kelley, Emily  
Kiolbasa, Mary  
Knupp, Peggy  
Kurilko, Rachel  
Lampley, Cassanora  
Lawrence Givens, Tiffany  
Maddox, Lynn  
Manlove, Sharon  
Manus, Sara  
Maraniss, Andrew

McKeever-Burgett, Adam  
Melson, Keire  
Moody, Chance  
Naughton, Megan  
Noote, Allie  
Oliver, Leshawn  
Perry, Caitlyn  
Peters, Erin  
Pezzati, Katelyn  
Pratt, Jeremy  
Putnam, Sara  
Reed, Haley  
Reeves, Kellea  
Smith, LaDonna  
Stumpf, Jean  
Swayze, Sarah  
Wang, Joanne  
Wilson, Maisie  
Woody, Jennifer  
Zink, Andrea

**Not Present:**

Adams, Charlton  
Beck, Rebekah  
Benitone, Hastings  
Brust, Valerie  
Bush, Marita  
Carro, Elena  
Carroll, Chantry  
Carroll, Sara  
Casey, Drew  
Cochrane, Brian  
Conwell, Patrick  
Crutchfield, Savannah  
Cummings, Kenedee  
Dickson, Nancy  
Dixon, Amanda  
Dixon, Michele  
Elliott, Craig  
Eubanks, Helga  
Gioglio, Kaslista  
Gyarmati, Krista  
King, Amanda  
Knighton, Keeouka  
Long, Madeline  
Masters, Richmond  
Mitchell, Heather  
Patterson Mundy  
Poteete, Sarah  
Pring, Michael  
Rivas, Beth  
Sierra, Bryn  
Smith, Amy  
Taiman, Matt  
Turner, Kimberly  
Walker, Susan  
Watson, Hollie  
Weeks, Daravanh  
Weisbrodt, Cathy

**Guests:**

Adams, Laura  
Alini, Evan  
Betancourt, Amy  
Bukowski, Michelle  
Bumpas, Elizabeth  
Coppinger, Whitney  
Crawford, Tony  
Crowhurst, Stacey  
DiMarco, Andrea  
Ervin, Addie  
Fazi, Michael  
Fitts, Tristen  
Garrett, Kaitlyn  
Gibson, Madison  
Glasgow, Scotty  
Haddix, Heather  
Hayes, Alana – Guest  
Speaker  
Hessler, Soren  
Hoffman, Allie  
Hyer, Nick  
Jones, Kara  
Leadbeater, Bethany  
Leibowitz, Miriam  
Loudon, Jeff  
Mckelvy, Deniz  
Miller, Chelsea  
Miller, Tiffany  
Muller, Brittani  
Naifeh, Jake  
Norman, Yolanda  
Parminter, Tyler  
Porter, Abigail  
Puckett, Mike (James)  
Richter, William  
Rosenblad-Pietzold, Katie  
Rucker, Cleo  
Ryon, Chance  
Sevilla, Alex – Guest  
Speaker  
Slabuagh, Cassidy  
Soxayachanh, Olivia

Stendardo, Allison  
Swarts, Anna  
Tawney, Will  
Taylor, Susan  
Townsend, Bianca  
Vaught, Krista  
Wareham, Jolie Grace  
Wilhem, Anita

## WELCOME

*Amanda Harding, President, called the Meeting to order at 8:32 am  
Happy Pi Day!  
Special Welcome to all guests attending Invite a Colleague Day!*

### Agenda

- Career Advancement and Engagement
  - Alex Sevilla, Vice Provost for Career Advancement & Engagement and Evans Family Executive Director of the Career Center and Alayna Hayes, Assistant Provost, and Senior Director of the Career Center
- USAC Overview
- USAC Business and Committee Reports

### Keynote Speaker

### Keynote Speaker

- **Alex Sevilla, Vice Provost for Career Advancement & Engagement and Evans Family Executive Director of the Career Center**
- **Alayna Hayes, Assistant Provost, and Senior Director of the Career Center**

### Reimagining Career Services: Vanderbilt's Bold New Path to Career Empowerment

- Positioning Career Empowerment as an Institutional Priority
  - How?
    - New Division and Vision
    - New Strategy and Metrics
    - Radical Collaboration
  - Why?
    - Core Differentiator
    - Broad Institutional Impact
    - Take Care of our Students
  - How will we deliver best in class results?
    - New Division and Vision
      - Every student and their unique journey matters = Embracing Change
    - New Strategy and Metrics
      - Track, Measure, and Advance Data and Key Performance Indicators = Earning Credibility
    - Radical Collaboration
      - VU Teams, Corporate Partners, Alumni and Parents = Inspiring All to Action
  - We care deeply about career empowerment:

- Core Differentiator
    - Secure Best Students and Attract Top Companies = Build VU Reputation
  - Broad Institutional Impact
    - Chancellor, Provost, Teams, Faculty, Schools, Alumni = Strengthen VU on Multiple Levels
  - Take Care of Our Students and Alumni
    - Career and Life Satisfaction for Every VU Student = Our Guiding Principle and Reason to Believe
- A Dynamic New Approach to Career Empowerment
  - Goals:
    - Build Best-In-Class Student and Employers
    - Radical Collaboration – The Vanderbilt Way
    - Reimagine Bold Path – Strategy, Team, KPIs
    - Elevate Career A & E – New Strategic Priority
  - Focus:
    - Corporate Partnerships at VU
    - VU Regional Network Hubs
  - How:
    1. Lead and inspire talented team to design new path.
    2. Launch a new ‘start up’ division and connect dots.
    3. Build trust, credibility, and reason to believe and invest with all key stakeholders.
  - Objectives:
    - Comprehensive – all in campus-wide approach to advance shared goals with external partners; Recruiting & Hiring; Student Learning and Development
    - Choreographed – intentional and artful display of fully aligned movement across VU; Employee Development & Retention; Alumni & Parent Relations
    - Cogent – clean, simple, logical, and powerful system and strategy guides effort; Research, Innovation & Projects; Employee Development & Retention
    - Catapult – launch new, sophisticated approach to radically advance our outcomes; CSR & Corporate Giving; Business Engagements
  - Corporate Partnerships at VU
    - New Relationship Management Strategy and Team
      - 2 examples:
        - Nissan
        - FirstBank
      - Guiding Principles:
        - Do No Harm
        - Delight

- Make It Easy
  - Corporate Partnerships at VU: Enterprise Facilitation
    - Radical Collaboration across VU, including Research & Innovation, DAR, OUE, Colleges & Schools; GCR; Athletics
- VU Regional Hubs Strategy
  - Expand Vanderbilt's Influence and Impact
  - For 150 years, Nashville has been the exclusive home of Vanderbilt. As we celebrate our sesquicentennial in 2023, Vanderbilt expands globally with our VU Regional Hubs.
  - Measure Impact Intentionally Across Vanderbilt
    - Design, Build, and Deliver via The Vanderbilt Way
      1. Professionalize and advance VU network in key markets.
      2. Create custom programming for each regional hub.
      3. Leverage hubs and alumni energy to multiply and diversify impact for VU.
    - Goals and KPIs:
      - Phase 1: Establish:
        - Capabilities
        - Benchmarks
        - Lessons Learned
        - Future of Work Teams
      - Phase 2: Advance:
        - Research
        - Colleges & Schools
        - Athletics
        - Community Relations
      - VIA
        - Marketing and Comms
        - DAR
        - Career Advancement and Engagement
        - Enrollment Affairs
    - In addition to Nashville - 4 Pilot Locations each with 3 team members: reporting to Alex Sevilla, John Lutz, Doug Christiansen:
      - New York
      - Atlanta
      - Miami
      - Houston
- VU Career Center
  - Why:
    - Activate and Inspire Parent and Alumni support.
    - Maximize corporate satisfaction across VU.
    - Max capabilities and support for our students

- How:
  - 4 step process
    1. Discover
    2. Design
    3. Develop
    4. Deliver
- Radical Collaboration Partners:
  - Enrollment Affairs – Communication & Marketing
  - Faculty Affairs and Research – Administration and Data Strategy
  - Academic Affairs and Colleges – Student Affairs
  - Equity, Diversity & Inclusion – Athletics
  - Government & Community – Development & Alumni Relations
- Strategic Pillars
  - Deeply intentional focus on each student, their discovery, their development, and their career empowerment.
    1. Student and Scholar Engagement – Customized Self-Discovery and Planning
      - Strategy
        - a. Invest in new CSM to track/measure every student engagement.
        - b. Add health professions coaching team to Career Center
        - c. Build deep & dynamic coaching strategy for every student.
      - Scale
        - a. Scale coaching efforts via technology
        - b. Build peer mentor programs.
        - c. Engage with students in residential colleges and across campus.
      - Synergy
        - a. Partner with Academic Affairs and Student Affairs to offer programming and content.
        - b. Deep partnership with Immersion Vanderbilt to connect to career empowerment.
    2. Employer Relations – Sophisticated Multi-level Partnerships
      - Strategy
        - Diversify ways employers and students connect (CCW, treks)
        - Build deep and dynamic recruiting strategy for every company.

- Provide training opportunities for employers (V4E)
  - Scale
    - Build tiered employer relations strategy.
    - Leverage employer relations team in VU regional hubs
    - Use supply/demand analytics to be precise in alumni outreach.
  - Synergy
    - Leverage corporate partnerships at VU strategy and team.
    - Partner with DAR to connect parents and alumni to recruiting.
    - Partner with GCR to establish local brand and recruiting strategy.
3. Career Readiness – Competency & Skill Development
- Strategy
    - Listen to recruiter and alumni needs and expectations.
    - Connect to NACE competencies.
    - Build Journey Maps to define career readiness for each Vandy In Path
  - Scale
    - Hire staff to manage student and parent interest in supporting career empowerment.
    - Engage with recent alumni to serve as CAE coaches and ambassadors.
  - Synergy
    - Collaborate with colleges and faculty to engage with alumni.
    - Partner with DAR in planning, data tracking, outreach, and programming
4. Alumni and Parent Engagement- Mentorship, Skill Development, Access, Hiring
- Strategy
    - Connect alumni and parents to Vandy in communities to maximize support.
    - Build mentorship and shadowing programs for students to connect with alumni and parents.
  - Scale
    - Hire staff to manage student and parent interest in supporting career empowerment.

- Engage with recent alumni to serve as CAE coaches and ambassadors.
- Synergy
  - Collaborate with colleges and faculty to engage with alumni.
  - Partner with DAR in planning, data tracking, outreach, and programming
- Suitable
  - Digital badging system
  - Purpose is to conceptualize, map and celebrate co-curricular skill development to empower student in their post-VU journey.
- 8 NACE areas of focus
  1. Career and Self Development
  2. Communication
  3. Critical Thinking
  4. Equity and Inclusion
  5. Leadership
  6. Professionalism
  7. Teamwork
  8. Technology
- Early Transformative Ideas
  - Career Center reimaged: aligned with residential college experience.
  - Capitalize on deeply engaged parents and alumni.
  - Create career journey maps and skill development program.
  - Internship funding support stipends
  - Immersion Vanderbilt and Career Readiness

### USAC Focus

**MISSION** – The University Staff Advisory Council represents all staff members in Vanderbilt University (non union) positions. USAC is an advisory group the university’s administration, including Chancellor Daniel Diermeier, on issues which 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 and What We Do:**

- 90+ elected individuals from 19 groups
- Advisory group to administration and staff on issues, policies and practices that 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, Future of Work, Sesquicentennial)



- Invite speakers to share updates and stories from across campus to connect our work to the broader impact of Vanderbilt's mission.

#### **Elected Representative Role:**

- Attend monthly USAC meetings and disseminate information to constituents.
- Vote on USAC resolutions and recommendations based on the desires of the constituents.
- Be available to receive feedback from constituents on matters of staff concern and report to USAC leadership.
- Serve on a USAC Standing Committee of interest.

#### **USAC Standing Committees**

- **Communication** – responsible for communications among USAC membership and with the wider VU Staff community
- **Equity, Diversity, Inclusion** – aims to promote and develop a culture of collaboration and inclusion that support the success and affirmation of all VU staff.
- **Events** – coordinates council-sponsored activities, meetings, and special events
- **Membership** – maintains the Council's membership roster and facilitates elections.
- **Rules and Administration** – reviews and maintains USAC Bylaws and procedures.
- **Staff Life** – investigate and prioritizes issues of staff concern and recommends specific courses of action.

#### **2022-2023 Executive Officers**

- **President** – Amanda Harding, Assistant Director Strategy & Operations – Office of Digital Education
- **Vice President/President-Elect** – Adam McKeever-Burgett – Assistant Dean for Academic Services; School of Engineering
- **Secretary** – Lynn Maddox – County Liaison – Government and Community Relations
- **Treasurer** – LaDonna Smith – Administrative Officer, Department of Biological Sciences;

## **USAC Business**

Minutes from January – approved

Minutes from February – approved

### Employee Critical Support Fund

The Employee Critical Support Fund, previously called the Employee Hardship Fund, was established in 1994 to financially assist Vanderbilt faculty and staff who are experiencing a non-recurring sudden or emergency-related financial hardship due to an unforeseen or unavoidable event.

How to contribute:

- The **Kroger Community Rewards** program supports the Employee Critical Support Fund through grocery purchases. Everyone must re-sign up - for the Vanderbilt Employee Critical Support Fund.

If you have questions about the Employee Critical Support Fund, please email [Wellbeing@vanderbilt.edu](mailto:Wellbeing@vanderbilt.edu).

### Communications Committee

- Co-Chairs: Faith Bishop - Associate Director, Office of Postdoctoral Affairs, Graduate and Professional Student Housing and Andrea Zink – Associate Director of Annual Giving, DAR – School of Medicine, School of Medicine Basic Sciences, School of Nursing
- What We Do:
  - Engage with the larger campus community.
  - Look for opportunities for staff involvement on campus.
  - Manage the USAC website and social media accounts.
  - Develop communication campaigns with the Communication Champions on larger messages to go out to our constituents.
  - Additional communication as necessary in MyVU, information flyers, etc.
- Goals:
  - Increase awareness of USAC and ways staff can be involved.
- Upcoming:
  - Membership Communication Campaign
    - Working with Communication Champions to send out messaging to university staff who are served by USAC.
      - Election messaging for those in odd numbered groups.
      - USAC awareness messaging for those in even numbered groups.
  - Goals:
    - Increase the number participants in upcoming elections.
    - Provide more information on how USAC is representative of staff on campus.
- Social Media – Facebook, Instagram, Twitter.
- Next Meeting March 14 – 3 PM

### EDI Committee

- Co-Chairs: Shahpar Kamtarin – Coordinator Public Services, Peabody Library and Erin Peters – Electronic Resources Librarian, Heard Libraries
- Focus:
  - Education and Information
- Past Accomplishment:
  - Martin Luther King, Jr. Day recognized by Administration as a University Staff Holiday.
- Future Goals:
  - Recognizing and sharing the experiences of diverse workforce
- March Meeting - TBD

### Events Committee

- Co-Chairs: Jennifer Bennett – SOM Basic Sciences Administrative Officer and Michael Hollifield – VUIT Client Success Team, Relationship Manager
- The Events Committee loves people and plans 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 and fellow committee members in facilitating events.
  - 5 – 8 Committee Members are needed.
  - Willingness to interact with people is necessary.
  - Being enthusiastic about community involvement is important.
- Winter USAC Virtual Food Drive (Spread the Love) for Second Harvest Food Bank wrapped up last month - \$850 raised; every dollar donated provides 4 meals to a TN family in need.
- Thank you to the 52 people who attended the February 22 Coffee Break Hour. Thank you to the Starbucks on West End for hosting us.
- Collaboration Opportunity
  - Graduate Career Closet – Feb 23 – March 24; drop off at the Graduate School in Alumni Hall
  - Period Products Drive – The Women’s Center and the Community Resource Center – drop off items in the month of March at the Women’s Center or items can be purchased thru Amazon Wishlist – Community Resource Center.
- Next meeting: March 21 @9:30 AM via Teams

### Membership

- Co-Chairs – Lynn Hastings and Christine Fogg
- Odd Numbered Groups will be holding an election this spring.
- Current USAC members must be re-elected to continue serving.
- 2023 Election Timeline:
  - Nomination Period – March 16 – April 7 – Any non-union staff member can be nominated to serve, and self-nominations are encouraged.
  - Confirmation Period – April 10 – April 21 – Be sure to approve your nomination in order to be included on the ballot.
  - Elections – May 1 – May 12 – remember to vote if you are a member of an Odd Numbered Group
  - Run-Off Elections if needed – May 15 – May 19
- Find out which USAC group you are in by visiting [Vanderbilt.edu/USAC](http://Vanderbilt.edu/USAC) select “Find the group number for your department” on the home page.
- USAC members serve two-year terms. Member elected in 2023 will serve until 6/30/2025.
- March Birthdays – Sarah Poteete, Elena Carro, Michael Dodson, Amanda King, Sara Manus, Christine Foggle

- Meet a Member – Michael Hollifield – Relationship Manager in the Client Service Department, Information Technology

#### Rules and Administration

- Co-Chairs – Sean Butner and Amy Smith
- Responsible for Rules and Administration (Bylaws, Robert’s Rules of Order, Operation Plan)
- Next Meeting TBD

#### Staff Life

- Co-Chairs – Sara Putnam – Manager, Events, School of Nursing and Danny Coradazzi – Senior Executive Assistant, College of Arts and Sciences
- Committee Responsibilities:
  - Investigate issues of staff concern through regular review of the anonymous contact form on the USAC website and feedback brought to the committee via direct contact with the co-chairs or committee members.
  - Prioritize and research issues of staff concern.
  - Propose recommendations on a specific course of action for the council’s consideration.
- Recent Accomplishments:
  - Parental Leave proposal submitted October 2021
  - Created Summaries of Issues in 2021
- Current Initiatives:
  - February 2023 – Completed Summary of Issues on Compensation
  - Continuing to amplify constituent messages to VU Administration on varying topics.
  - Restructured bi-monthly meetings with ELE team.
- SAVE THE DATE:
  - TedX Event – April 18; 6 PM; FREE; Everyone Invited; Contact Chance Ryon for more information.
- Next Meeting – March 20; 1:30 PM via zoom

#### FYI

- Staff Assembly – May 22
- Songs of America – March 24; 4:30 PM Downtown Nashville; A Conversation on the Music that Helped Shape America with Jon Meacham and Jad Abumrad.
  - RSVP by March 17.

#### Next Meeting

Tuesday, April 11 – Zoom – 8:30 AM

Meeting adjourned at 10:03 AM.

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