Meeting Minutes: Tuesday, July 10, 2018
The Commons, Multi-Purpose Room

Present:
Baquera, Felisha
Barrow, Terri
Biqiku, Laurel
Brown, Harold
Cahill, Bess
Caldwell, Caroline
Choate, Corey
Clemmons, Lee
Cruise-Streat, Kirra
Daughtdrill, Latrice
Eckert, Danielle
Flippo, Laura
Fox, Anita
Gibson, Madison
Graham, Kashif
Hamilton, Britttni
Hammock, Mark
Harbin, Rachel
Heaton, Ashley
Ingram, Donna
James, Patricia
Johnson, Denise
Jones, Christopher
Kamtarin, Shahpar
King, Amanda
Lawrence Givens, Tiffany
Linski, Jamie
Loudon, Jeff
Majewski, Ashley
Malveaux, Nicole
Mandeville, Jenny
McDaniel, Jon-Michael
Meadows, Shelley
Miller, Amber
Moore, LaTisha
Morris, Diana
Nelson, Roberta
Pointdexter, Jeana
Renee Dawon, Toni
Richter, Andy
Roche, Morgan
Ruiz, Carlos
Sanders, Sara
Scott, Carajmin
Shook, Elisabeth
Smothers, Natalia
Sprague, Megan
Steinas, Jason
Stiles, David
Upchurch, Jodie
Wachter, Michelle
Weisbrodt, Cathy
Williams, Tara

Not Present:
Barclay, Samantha
Benitone, Hastings
Blackledge, Philip
Bonner, Stacey
Brassil, John
Brooks, Kay
Brown, Kenneth
Carlson, Robin
Cooley, Emma
Dixon, Michele
Erickson, Catherine
Fields, Craig
Hall, Andy
Halman, Malina
Higgins, Ed
Hughes, Jase
Jones, Eric
Luce, Nathaniel
Luffman, Josh
Marshall, Paul
Morgan, Rachel
Oliver, Leshuan
Perry, Alexis
Pickert Donald
Robinson-Nichols, Ursula
Rutledge, Scott
Sefcik, Stephanie
Stanard, Ray
Taylor, Susan
Varble, Damon
Waits, Robert
Walker, Susan
Wocher, Melissa
Wolff, Jeanette

Sent Regrets:
Clark, Joanna
Fann, Drew
Harvey, Gregory
Karls, Aletha
Little, Geoff
Malone, Amelia
McChesney, Bailey
Pring, Michael
Rall, Kathleen
Sims, Beth
Westrom, Lynn

OLD & NEW BUSINESS ANNOUNCEMENTS
Jenny Mandeville, President, called meeting to order at 8:35 am.

- Follow us on Social Media – Facebook, Instagram, Twitter
- Please register your Kroger Plus Card to go towards the Vanderbilt Employee Hardship Fund to help employees in need.

COMMITTEE REPORTS
Events Committee, co-chairs Shelly Meadows & Amanda King

- Goals:
  - Increase our community service
  - Promote staff participation in various events such as:
    - Health Plus activities
    - Vandy Recreation and Wellness
    - Human Resources Events
    - And more!
- Events Meeting will be Tuesday, July 24 1:30-2:30 Baker 805 Conference Room
- 2017-2018 Accomplishments
  - Community Service Events
    - 2 Blood Drives for Red Cross
    - Collected food for Second Harvest Food Bank
    - Nashville Humane Association Drive
  - Employee Appreciation and VU Events
- Employee Appreciation Tailgate
- Flulapalooza
- Turkey Toss
- Employee Hardship Fund (Kroger Card)
- VUMC Clothes Closet Collection

Membership Committee, co-chairs Tara Williams & Caroline Caldwell
- Review of Responsibilities
  - Membership Elections
  - Maintaining rosters and tracking attendance
  - Arranging monthly greeters
  - Onboarding new members
  - Sharing special announcements (birthdays, member shout-outs)
- Committee Membership
  - Seeking 8-10 committee members
  - Self-directed & familiarity with Excel
- Membership Survey will be sent out via Anchor Link to respond for the following:
  - Committee
  - Birthday
  - Greeters

Communications Committee, co-chairs Carlos Ruiz & Carjamin Scott
- Facilitate internal communication within USAC
  - Prepare monthly RSVP emails
  - Manage content on USAC website and blog
  - Assist president and other chair members
  - Book photography for meetings and events
- Facilitate external communication with constituents
  - Prepare and send the weekly newsletter email
  - Write the monthly blog post and send to MyVU
  - Post to social media
  - Update and manage the USAC website and blog
- Interested in joining Communications Committee?
  - If you are interested in writing, photography, social media, managing web content and marketing, please consider joining our committee
- Everyone can help
  - Like and follow USAX on Twitter and Facebook
  - Help save our Instagram channel
  - Visit the USACs website and blog
  - Share posts, comment on blog posts and like/retweet on social media
Rules and Administration, co-chairs Ashely Heaton & Emily Korab

- Review of bylaw changes
  - Defined the council year
  - Expanded and defined the membership category
  - Reduced reading of bylaws to be two readings
- Copies of the bylaws are available for new members and available to all on the website
- We are looking for new members and will be looking into the operations manual to ensure processes and procedures make great use of time.

Staff Life, co-chairs Andy Richter & Kay Brooks

- Research and prioritizing issues of staff concern: bi-annual staff poll
- Highlights:
  - Retirement Recommendation
  - Civility, Appreciate, Respectful, Workplace (CARE)
  - PTO Recommendation
  - Meal plan discount offered twice a year
- Please consider joining our committee

Scotty Glasgow, Senior Special Events Coordinator

- Two deeper discounts this summer: check the discount website for potential discounts
  - Dores at the Shores – 50% price July 13
  - Vandy Night at the Grand Ole Opry – Discounted ticket $10 off, Friday August 3
- Vandy Chills Thursday Aug 9 – Free Frozen Treats available at various stations on campus
- Day at Dyer Observatory: August 10 from 12-4 pm, free for staff and faculty
- Please send comments, suggestions, complaints to HR appreciation
- Opportunity to nominate an individual for the Chancellor’s Heart & Soul Award
  - http://vu.edu/heart-and-soul

Tammy Key, HR Learning & Organizational Development Consultant

- Activity for USAC members to mingle and ask/answer questions regarding USAC, membership, involvement, Vanderbilt University, etc.
- Thoughts from USAC members include:
  - Get to hear information first in USAC – in the know; feeling of inclusion
  - Effective communication; be a voice of your department
  - Diverse community – good representation
  - Employee Appreciation is going well
  - More engagement with student population
  - Like involvement Vandy has with community and surrounding areas
• We need better communication involving the importance of USAC – use staff events to advertise/market USAC
• Reach out to various departments of what USAC does (i.e.: PTO improvements - people need to know we were a part of it.)
• Using our voice to make change and improvements
• Supporting employee morale
• Increasing our presence in the community
• Enjoy the employee appreciation
• Standardize summer flex schedule
• VU needs diversity training
• Further educate all departments on USAC
• Updates on things going on at Vanderbilt
• New Members – use your enthusiasm and hold onto it; keep coming back; you get out of it what you put into it; be active
• Highlight opportunities available to staff for training elevation
• Love being in the know; being able to take back to constituents
• Need to communicate with the people we represent
• Find ways we can meet the administration halfway; benefit employees and university
• USAC is a way to promote the staff
• Need a centralized & updated campus calendar
• Breaking out of own silos
• Work on communication; get staff engaged

CLOSING REMARKS

*Jenny Mandeville, President*

• Our next meeting will be Tuesday, August 14 at 8:30 am in the CENTRAL LIBRARY Community Room

**Meeting was adjoined at 9:50 am**