



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, Brittni
 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
 Poindexter, Jeana
 Renee Dawon, Toni
 Richter, Andy
 Roche, Morgan
 Ruiz, Carlos
 Sanders, Sara
 Scott, Carjamin
 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
 Hughey, Jasen
 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
 Woche, 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 & Carjamen 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
 - Does 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 adjourned at 9:50 am