



## Meeting Minutes: Tuesday, July 13, 2021

### Online Zoom Meeting

#### Present:

Beck, Rebekah  
 Borgic, Kevin  
 Cochrane, Brian  
 Pezzati, Katelyn  
 Watson, Hollie  
 Carter, Marsha  
 Crowhurst, Stacey  
 Hill, Olivia  
 Conwell, Patrick  
 French, Caitlyn  
 Bennett, Jennifer  
 Dawson, Toni Renee  
 Lawrence Givens,  
 Tiffany  
 Hansbrough, Sean  
 Hollifield, Michael  
 Karns, Allen  
 Mitchell, Heather  
 Naughton, Megan  
 Pratt, Jeremy  
 Artus, Meagan  
 Cherry, Sandy  
 Pickert, Donald  
 Smith, LaDonna  
 Barrow, Fiana  
 Kiobasa, Mary  
 Poteete, Sarah

Baquera, Felisha  
 McKeever-Burgett,  
 Adam  
 Nashabi, Maya  
 Wang, Rong "Joanne"  
 Bush, Marita  
 Dixon, Michele  
 Johnson, Denise  
 Melson, Keire  
 Cahill, Bess  
 Gyarmati, Krista  
 Sierra, Bryn  
 Turner, Kimberly  
 Walker, Susan  
 Aloyo, Alyssa  
 Harding, Amanda  
 Manlove, Sharon  
 Nelson, Rob  
 Nesbitt, Brianna  
 Weisbrodt, Cathy  
 Noote, Allie  
 Putnam, Sara  
 Bousquet, Ben  
 Moreno, Mackenzie  
 Smith, Amy  
 Tallent, Emily  
 Bond, Rachel  
 Farrelly, Judith

Stumpf, Jean  
 Bess, Angela  
 Gracey, Lisa  
 Higgins, Ed  
 Knighton, Keeouka  
 Maddox, Lynn  
 Wilson, Maisie  
 Bourgoin, Jeremy  
 Jones, Michael  
 Templeman, Alison  
 Cole, Victoria  
 Dickson, Nancy  
 Hastings, Lynn  
 May, Ela  
 Bishop, Faith

#### Not Present:

Jackson, Donald  
 Bonner, Cheryl  
 Pring, Michael  
 Ingram, Donna  
 Luffman, Josh  
 Rastogi, Anuj  
 Adams, Charlton  
 Reddington, Hayley  
 Bordenstein, Sarah  
 Brown, Jacquelyn  
 Carroll, Chantry

Kelley, Emily  
Perry, Will  
Cooley, Emma  
McCrary , Bethanie  
Graham, Kashif  
Griffin, Shore  
Kamtarin, Shahpar  
Osinski, Keegan  
Anderson, Matthew  
Charley, Myles  
Sanders, Sara  
Berry, Courtney  
Farst, Paige  
Mundy, Meaghan

**Guests:**

Clark, Krystal  
Vaught, Krista

## WELCOME

*Tiffany Lawrence Givens, President, called meeting to order at 8:32am*

- Welcome
  - First meeting of year

## NEW and OLD BUSINESS ANNOUNCEMENTS

### USAC Vision and Mission

Our 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:

- 100 members across 19 groups (down from 20 groups last year).
- 29 new members.
- Serve as an Advisory Group to Administration and Staff on issues, policies, and practices which affect the University and those served by the Council.
- Create and submit proposals to Administration.
- Provide ongoing staff representation on University Committees, including Benefits, Traffic & Parking, C.O.R.E, and Employee Hardship Fund.

Role of USAC Member:

- 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 of your interest –
  - Communication
  - Equity, Diversity, and Inclusion
  - Events
  - Membership
  - Rules and Administration
  - Staff Life
- Employee Hardship Fund – Kroger Card
  - These funds go directly to support the Faculty and Staff Hardship Fund for those employees experience temporary hardships.
  - More information can be found her for both Kroger Community Rewards and the Faculty and staff Hardship Fund, <https://www.vumc.org/health-wellness/news-resource-articles/faculty-and-staff-hardship-fund>
- Minutes
  - May Minutes Approved
  - June 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.

- Go to [krogercommunityrewards.com](https://krogercommunityrewards.com) and sign in or register in the upper right corner of the page.
- Go to the Community Rewards section and enroll.
- Search for and select Vanderbilt University.
- When you are done, Vanderbilt should appear under the community rewards section of your account summary.

Remember, you must swipe your registered Kroger Plus card or use the phone number associated with your account when checking out at the store for your purchase to count. *NOTE: Donations to the general use Hardship Fund are not considered to be tax deductible charitable contributions according to IRS guidelines, but you may consult with your tax adviser.*

## COMMITTEE REPORTS

Survey will be sent to all USAC members; please respond with the Committee of your choice.

- **Communication** –
  - *Faith Bishop and Jeff Loudin – Co-Chairs*
    - Focus on ensuring staff council members & their constituents are informed of upcoming meetings, meeting notes, events, and opportunities across the University.
    - Facilitate a variety of USAC communications:
      - Monthly Newsletter
      - USAC website
      - USAC Meeting notes, recordings, meeting times, meet a USAC member profiles
      - USAC Social Media – Facebook, Twitter, Instagram
      - Other communications as needed
    - Ensure communications and website updates are standardized and occur regularly.
    - Develop engaging content through USAC newsletters and social media.
    - Empower committee members to gain skills in developing content, updating the website and more.
  - Staff Members can submit social media requests for USAC social media to publicize University events. **If you have an event, activity or resource that is relevant to university staff that would benefit from promotion via the USAC social media channels (Instagram, Twitter and Facebook), submit your ideas to us via this form.** (Found on the USAC website under the Contact Us tab): <https://forms.vanderbilt.edu/view.php?id=1331832>. USAC Communications Committee members will review submissions, make any needed edits and post accordingly. Submission of an idea does not mean promotion is guaranteed. Please note that events, activities, and resources promoted on the USAC channels must be open to all university staff.
- **EDI** –
  - *Denise Johnson and looking for a Co-Chair*
    - Promote and develop a culture of collaboration and inclusion at Vanderbilt.

- Support the success and affirmation of all Vanderbilt professional and support staff.
  - Issues of equity, diversity, and inclusion include, but are not limited to: gender, sexual orientation, religion, natural origin, age, and disability.
  - Heritage Calendar in partnership with Office of EDI is a current project.
    - July 2021 focus is Americans with Disabilities Act Day – July 26
  - Holiday Observances (MLK, Jr. Day and Juneteenth) Proposal –
    - MLK, Jr. Day approved October 2020.
    - Juneteenth proposal on track for 2021 submission.
- **Events** –
  - *Jennifer Bennett and looking for a Co-Chair*
  - New Event – *Jingle in July* – fundraiser for the Employee Hardship Fund.
    - Vanderbilt’s Faculty and Staff Hardship Fund provides assistance to qualifying faculty and staff who are experiencing a temporary hardship due to a significant life event.
    - Donate:
      - PayPal@USACVU
      - Mail a check to VU Hardship Fund, Work/Life Connections-EAP, VU Medical Arts Building, Suite 010, Nashville, TN 37212.
  - Next meeting July 27; 1 PM.
- **Membership** –
  - *Cathy Weisbrodt and Lynn Hastings Co-Chairs*
    - Facilitate membership elections.
    - Onboard new members.
    - Maintain membership rosters.
    - Track monthly meeting attendance.
    - Arrange Greeters for Monthly Meetings.
    - Share special member announcements (birthdays, member shoutouts, awards, etc)
    - As needed, work with officers to facilitate reapportionment.
    - Seeking 8 committee members.
    - Self-directed and familiar with Excel.
    - Attend 4 committee meetings.
    - Remote work available with specific committee tasks.
    - Opportunity for new ideas.
  - Recognized Lisa Gracey, Director of Operations, Women’s Lacrosse Team, Athletics Dept– as Staff Member of the Month.
  - July Birthdays – Marita Bush, Stacy Crowhurst, Lynn Maddox, and Bryn Sierra.
- **Rules & Administration** –
  - *Amy Smith and Michael Jones Co-Chairs*
    - Maintain and review Bylaws.
    - Recommend to the President when a revision and/or amendment to the bylaw is appropriate.

- Serve in Staff Council matters as the official arbiters of the meaning of the Bylaws.
  - Act as procedural arbiters, following basic principles of Roberts Rules of Order in Staff Council Meetings.
  - Detail oriented.
  - Stickler for order.
  - Requires some but not a ton of time to commit.
- **Staff Life** –
    - *Adam McKeever-Burgett and Sara Putnam Co-Chairs*
      - Research and prioritize issues of staff concern.
      - Recommend for the Council’s consideration a specific course of action when appropriate.
      - Deliver Parental Leave Policy recommendations to University Administration.
      - Determine issues of staff concerns through regular review of anonymous contact form on USAC website. <https://www.vanderbilt.edu/usac/about/contact.php>
      - Coordinate with Executive Committee to identify and prioritize issues of staff concern to investigate and develop new recommendations.

## KEYNOTE SPEAKERS

- *Krystal Clark, Director, Employee Learning and Engagement*
- *Krista Vaught, Assistant Director, Employee Learning and Engagement*
  - Thank you for the work all employees have done over the last 18 months – kept Vanderbilt moving forward.
  - Join ELE for Learning Experiences
    - 7/15 1-2PM – BRAVING – Exploring the Anatomy of Trust
    - 7/20 2-4PM – Design Thinking, Upskilling, and Experimenting for Career Growth
    - 7/28 11AM-12PM – Five Dysfunctions of a Team
    - Sign up at [vanderbi.lt/ele-workshops](http://vanderbi.lt/ele-workshops)
  - Receive the Weekly Newsletter
    - Sign up at [ele@vanderbilt.edu](mailto:ele@vanderbilt.edu)
  - Community Builders (formerly known as Ice Breakers)
    - VU Trivia
    - What is the most meaningful part of your job?
    - What inspired you to serve on USAC?
    - Favorite VU memory?
    - Positive VU staff engagement?

## CLOSING REMARKS

*Tiffany Lawrence Givens, President*

- Next Meeting:
  - Tuesday, August 10, 2021

- Time: 8:30 am
- Location: Zoom
- All staff members are invited to attend.
- The new zoom link for the year is -  
<https://vanderbilt.zoom.us/j/94359864043?pwd=ZFRyRHpaSzh1Tmd0QzFzb1Y4b0ZRQT09>

**Meeting was adjourned at 9:35 am.**

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