Meeting Minutes: Tuesday, July 14, 2020
Online Zoom Meeting

Present:
Barclay, Samantha
Jackson, Donald
Clemmons, Lee
Taylor, Susan
Carter, Marsha
Crowhurst, Stace
Hill, Olivia
Bennett, Garrett
Conwell, Patrick
Davis, Jessamyn
Fox, Anita
Pring, Michael
Clair Brigman, Clair
Hansbrough, Sean
Hastings, Joe
LeBlanc, Jennifer
Loudon, Jeff
Martin, Robert
Robinson, Antonio
Rutledge, Scott
Wolff, Jeannette
Artus, Meagan
Bordenstein, Sarah
Brown, Jacquelyn
Carroll, Chantry
Cherry, Sandy
Pickert, Donald
Smith, LaDonna
Johnston, Caroline
Kelley, Emily
Kiolbasa, Mary
Linski, Jamie
Porter, Beth
Baquera, Felisha
McKeever-Burgett, Adam
Nashabi, Maya
Wang, Rong "Joanne"
Ripley, Kate
Williams, Tara
Dawson, Toni Renee
Faith Bishop, Faith
Jennifer Bennett, Jennifer
Kimberly Turner, Kimberly
Lawrence Givens, Tiffany
Luffman, Josh
Stiles, David
Walker, Susan
Butner, Sean
Harding, Amanda
Manlove, Sharon
May, Ela
Mullen, Becky
Weisbrodt, Cathy
Putnam, Sara
Saxon, Allie
Woodruff, Karen
Graham, Kashif
Griffin, Shore
Kamtarin, Shahpar
Osinski, Keegan
Fuchs Hritz, Kathleen
Yockey, Heather
Anderson, Matthew
Bess, Angela
Gracey, Lisa
Higgins, Ed
Robertson, Katelen
Sanders, Sara
Fields, Craig
Maddox, Lynn
Bourgojn, Jeremy
Farst, Paige
Jones, Michael
Cole, Victoria
Hastings, Lynn
Mullane, Courtney
Mundy, Meaghan
Rall, Kathleen
Dixon, Michele
Johnson, Denise
Majewski, Ashley
King, Amanda
Gibson, Madison
Not Present:
Best, Douglas
Cedzich, Michele
Halman, Michelle
Lowe, Deni
Galford, Suzanne
Jones, Haley
Smith, Amy
Berry, Courtney
Jensen, Lena
Cooley, Emma
Armstrong, Anjelica
Engstrom, Steven
Coppinger, Whitney
Anuj Rastogi, Anuj
Ingram, Donna
Johnson, Faye
Charley, Myles
Pabon, Melody
Robinson-Nichols, Monique

Guest
Glasgow, Scotty
Nairon, Laura
Smith, Janet
WELCOME
Caroline Johnson, President, called meeting to order at 8:30am
- Welcome

OLD & NEW BUSINESS ANNOUNCEMENTS
- Minutes – Review May and June Minutes in August
  - Minutes are posted on the website each month prior to next meeting.
- Employee Hardship Fund
- Reminders
  - Kroger Cards

Return To Campus Plan - Laura Nairon
- Return to Campus website - vu.edu-fall2020.vanderbilt.edu
  - Updated daily
  - FAQ section
- Remote Working
  - Extended remote working for areas that are possible
  - HR Website
    - Guide for supporting leaders and staff (right under covid banner)
    - Announced: 3 new workshops that focus on remote working
      - Working
      - Leading Remote Teams Effectively
      - Employee engagement & recognition for leaders
  - Scotty Glasco
    - Do you know VU
      - Thursday July 23rd at noon
      - Employeeappreciation@vanderbuilt.edu

COMMITTEE REPORTS
Fill out Survey for Committee Membership
Communications Committee, Jeff Louden and Ashley Majewshi co-Chairs
- Ensuring staff council are informed of upcoming meetings, meeting notes, events and opportunities
- Facilitate communications
- Goals:
  - Communication and website updates are standardized and occur regularly
  - Develop engaging content through newsletters and social media

Equity, Diversity, and Inclusion (EDI) – co-chairs Denise Johnson & Antonio Robinson
- Aims to promote and develop a culture of collaboration and inclusion at vu, which supports the success and affirmation of all vandy professional and support staff. Issues of equity, diversity, and inclusion.
- Current Proposals:
  - MLK Jr and Juneteenth holiday additions for staff
  - Land acknowledgement statement
1st Reading of Holiday Proposal Overview

• Martin Luther King Jr Day
  o Observed 3rd Monday of January
  o Previously proposed in 1998 and 2016
  o Staff encouraged to participate
  o VU one of 3 top tier universities that don’t observe
  o Vu only SEC that doesn’t observe

• Juneteenth
  o Observed June 19th
  o Commemorate the ending of slavery on this date in 1865
  o Currently being adopted and considered by many peer institutions
  o Vu can emerge as a leader and validate their commitment to EDI initiatives
  o Motion approved for second reading next month

Events Committee, Amanda King Chair

• Stay Connected
  o Community service and connecting with people
  o Holding events
  o Kroger cards
  o Virtual events and staying connected

• If interested in committee and co-chair email amanda

Membership Committee, Cathy Weisbrodt and Lynn Hastings

• Responsibilities
  o Elections
  o Onboard
  o Rosters
  o Attendance
  o Greeters
  o Special member announcements
  o Facilitate reappointment

• Membership survey in anchor link
  o Committee – select top 2
  o Birthday – let’s celebrate
  o Meet a member
  o Email with link to be sent this week
  o Complete by Friday July 24th

• Welcome new members
• Happy birthday!
  o Craig Fields
  o Emily Kelley
• Garrett Bennett
  • Haley Jones
  • Hastings Benitone

• Annual Elections
  • All Even Groups: 2, 4, 6, 8, 10, 12, 14, 16, 18 & 20
  • Elections Concluded Yesterday
  • Welcome 2020-2022 Representatives in July
  • Questions: usac@Vanderbilt.edu

• Meet a Member
  • Karen Woodruff – Sr. Executive Secretary for Enrollment Affairs, office of Provost

Rules and Administration, Sean Butner and Daivd Stiles Co-Chair
• Maintain bylaws
• Maintain and update operations plan
• Update operations plan
• Promote familiarity w/USAC procedures
• Review USAC bylaws for updates
• Terms
  • Point of privilege – used to call attention to something…room temp, unmuted, speaker cutting out, etc.
    ▪ This phrase can be used at anytime and in an interruptive way – the chair decides if they’ll allow it – no vote required

Staff Life, Amanda Harding and Jamie Linski, Co-Chairs
• Research and prioritize issues of staff concern
• Recommend for the council’s consideration a specific course of action when appropriate
• Goals:
  • Deliver professional development and staff engagement proposal to univ admin
  • Determine issues of staff concern through regular review of anonymous contact form on USAC website
  • Coordinate w/Exec committee to identify and prioritize issues of staff concern to investigate.

GUEST SPEAKERS
Clair Brigman and Scotty Glasgow, HR, Employee Learning & Engagement
• Go Get-Go(honor code)….pledge
  • Breakout Groups
    ▪ Get to know others
    ▪ Tastiest treat
    ▪ Favorite vacation photo
    ▪ Item with college logo
    ▪ Craziest quarantine purchase
Most interesting item among your team

CLOSING REMARKS
Caroline Johnson, President
• Next Meeting:
  o Tuesday, August 11, 2020
  o Time:  8:30 am
  o Location: Zoom

Meeting was adjourned at 9:54am.

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