Meeting Minutes: Tuesday, June 9, 2020
Online Zoom Meeting

Present:
Barclay, Samantha
Best, Douglas
Halman, Michelle
Taylor, Susan
Carney, Kathy
Carter, Marsha
Bennett, Garrett
Conwell, Patrick
Davis, Jessamyn
Pring, Michael
Coppinger, Whitney
Hastings, Joe
LeBlanc, Jennifer
Loudon, Jeff
Lowe, Deni
Martin, Robert
Robinson, Antonio
Rutledge, Scott
Wolff, Jeannette
Miller, Amber
Moore, LaTisha
Pickert, Donald
Wocher, Melissa
Johnston, Caroline
Kelley, Emily
Kiolbasa, Mary
Linski, Jamie
Newton, Kaci
Porter, Beth
Baquera, Felisha
Carlson, Robin
Jones, Christopher
Wang, Joanne
Ripley, Kate
Williams, Tara
Benitone, Hastings
Cahill, Bess
Dawson, Toni Renee
Ingram, Donna
Lawrence Givens, Tiffany
Luffman, Josh
Smothers, Natalia
Stiles, David
Walker, Susan
Harding, Amanda
Manlove, Sharon
May, Ela
Mullen, Becky
Weisbrodt, Cathy
Sprague, Megan
Jones, Haley
Smith, Amy
Woodruff, Karen
Bante, Teri
Fuchs Hritz, Kathleen
Yockey, Heather
Higgins, Ed
Fields, Craig
Maddox, Lynn
Nelson, Roberta
Hastings, Lynn
Mullane, Courtney
Mundy, Meaghan
Rall, Kathleen
Cooley, Emma
Dixon, Michele
King, Amanda
Gibson, Madison
Sims, Beth

Not Present:
Jackson, Donald
Mays, John
Barnett, Robin
Armstrong, Anjelica
Engstrom, Steven
Fox, Anita
Hansbrough, Sean
Johnson, Donna
Butner, Sean
Galford, Suzanne
Graham, Kashif
Kamtarin, Shahpar
Johnson, Faye
Eckert, Danielle
Fisher, Joe
Hamilton LaGeorge, Brittni
Roche, Morgan
Sanders, Sara
Brown, Harold
Malveaux, Nicole
Morris, Diana
Steinas, Jason
Cole, Victoria
Jensen, Lena
Robinson-Nichols, Monique
Johnson, Denise
Majewski, Ashley
Clemmons, Lee
Poindexter, Jeana

Guests:
Awalt, Brad
Bennett, Jennifer
Brigman, Clair
Brooks, Bari
Chin, Michael
Glasgow, Scotty
Hicks, Chris
Johnson, Linda
Kendall, Jim
Mandeville, Jenny
Moore, Teea
Yasmine, Mukahal
Nairon, Laura
Rigsby, Sarah
Rucker, Cleo
Sierra, Bryn
Smetana, Eric
Smith, Janet
WELCOME
Jeff Loudon, President, called meeting to order at 8:30am
- Welcome

GUEST SPEAKERS

Brad Awalt, Health Plus
Jim Kendall, Work/Life Connections
Michael Chin, Occupational Health

OLD & NEW BUSINESS ANNOUNCEMENTS
- Minutes - May minutes have been approved
  o Minutes are posted on the website each month prior to next meeting.
- Reminders
  o Kroger Cards

COMMITTEE REPORTS

Communications Committee
- Connect on social media

Equity, Diversity, and Inclusion (EDI) – co-chairs Denise Johnson & Antonio Robinson
- Exploration for MLK day to be officially observed for staff
- Next Meeting (zoom meeting) – Thursday April 23, 9am - 11am
  o Disrupting Everyday Bias Training
- Proposal for land previously used by native Americans
  o Land acknowledgement statement
    ▪ USAC to consider resolution to stand by statement

Events Committee
- Spread the Love was success - @450lbs of food donated!
- No Pub meeting until

Membership Committee
- Welcome new members
  o Get from slides
- Happy birthday!
  o Craig Fields
  o Emily Kelley
  o Garrett Bennett
  o Haley Jones
  o 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
OVERVIEW
Rules & Administration committee maintains the Operations Plan and Appendices
They are different than the by-laws; lay out the guidelines and practices of USAC
Documents had not been updated since May 2015
Committee’s main goal for 2019-2020 year was updating the documents to reflect current responsibilities, practices and policies of USAC

PROCESS
Reviewed the Operations Plan as a committee throughout
Requested that Executive Committee review so that officers and respective committees
could update the sections within the document they “own”

• SUMMARY OF CHANGES MADE
  • Added the USAC banner logo to cover page
  • Fixed formatting throughout document
  • Removed names of specific staff and instead included the name of the position to age proof the document
  • Updated the Table of Contents to reflect all the changes made to section titles & page numbers
  • Added a Record of Changes page to help future committees log the changes they make to the plan and have a record of changes
  • Consolidated the appendices into the Operations Plan (previously a separate document)
  • Rules and Administration Committee (p. 12)
    • Removed references to “parliamentary procedure” and changed it to “Robert’s Rules of Order” to be consistent with by-laws
  • Staff Life Committee (p. 14)
    • Changed language from having an annual survey of staff on issues of concern to regularly reviewing issues that come up in the anonymous contact form on the website, as this has been a very effective tool (confirmed by President & Staff Life co-chairs)
  • Election Process (pp. 21-22)
Formation of a Standing Committee (p. 29)
- New section added after discussion with Executive Committee
- The section outlines a process for ad hoc committees to become permanent, standing committees if they are 1) in existence for one year, 2) submit a proposal, and 3) are approved by majority vote by the Executive Committee AND full staff council

Staff Council Calendar of Events (pp. 31-32)
- Updated to reflect current events, volunteer opportunities, etc.
- Required significant updates to reflect current practices

Council Representation on University-wide Committees & Collaboration with University Partners (p. 28)
- Lessened some of the language related to USAC always needing to invite Faculty Senate members to meetings, events, etc.
- Language now includes that USAC encourages the Faculty Senate to participate in monthly meetings and events and we can partner with Faculty Senate on efforts, but it is less of a requirement, which seemed more appropriate given the separate nature of our entities
- Made more visible the fact that any university community member can attend monthly meetings and events

APPENDICES
- Added a detailed appendix on the election process (pp. 35-51)
- Updated the website update process (pp. 52-54)
- Removed the appendix with the sample email for the staff survey since it is no longer needed
- Added a “cheat sheet” of Robert’s Rules of Order with basic rules that we might use in meetings (p. 57)
- Added procedures on updating the operations plan (p. 58)
- Instead of updating the plan twice a year as was noted in the previous version of the plan, we now advise that the plan should be reviewed once a year, and changes or updates only need to be made if they are needed.

Staff Life
- Next Meeting June 25 2-3pm

AWARDS

Committee of the Year
Rules and Administration
Ashley Majewski & Jessamyn Davis

Karen Dolan Spirit Award
Tara Williams
Committee Member of the Year
Renee Dawson
&
Susan Walker

Officer Appreciation
Michael Pring, Treasurer
Jeannette Wolff, Secretary
Caroline Johnston, Vice President/President Elect

CLOSING REMARKS
Jeff Loudon, President
- Next Meeting:
  - Tuesday, July 14, 2020
  - Time: 8:30 am
  - Location: Zoom

Meeting was adjourned at 9:45 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.