



## Meeting Minutes: Tuesday, November 9, 2021 Online Zoom Meeting

### Present:

Beck, Rebekah  
Borgic, Kevin  
Jackson, Donald  
Pezzati, Katelyn  
Watson, Hollie  
Carter, Marsha  
Bonner, Cheryl  
Conwell, Patrick  
French, Caitlyn  
Pring, Michael  
Bennett, Jennifer  
Dawson, Toni Renee  
Ingram, Donna  
Lawrence Givens, Tiffany  
Hansbrough, Sean  
Hollifield, Michael  
Mitchell, Heather  
Naughton, Megan  
Pratt, Jeremy  
Reddington, Hayley  
Elliott, Craig  
Artus, Meagan  
Bordenstein, Sarah  
Carroll, Chantry

Cherry, Sandy  
Pickert, Donald  
Smith, LaDonna  
Barrow, Fiana  
Kelley, Emily  
Kiolbasa, Mary  
Poteete, Sarah  
Zink, Andrea  
McKeever-Burgett, Adam  
Nashabi, Maya  
Wang, Rong "Joanne"  
Bush, Marita  
Johnson, Denise  
Cahill, Bess  
Gyarmati, Krista  
McCrary, Bethanie  
Sierra, Bryn  
Walker, Susan  
Butner, Sean  
Aloyo, Alyssa  
Harding, Amanda  
Manlove, Sharon  
Nesbitt, Brianna  
Weisbrodt, Cathy  
Putnam, Sara

Bousquet, Ben  
Moreno, Mackenzie  
Smith, Amy  
King, Amanda  
Kamtarin, Shahpar  
Osinski, Keegan  
Peters, Erin  
Bond, Rachel  
Stumpf, Jean  
Gracey, Lisa  
Higgins, Ed  
Knighton, Keeouka  
Maddox, Lynn  
Wilson, Maisie  
Turney, Kerrie  
Bourgoin, Jeremy  
Farst, Paige  
Cole, Victoria  
Dickson, Nancy  
Hastings, Lynn  
Mundy, Meaghan  
Bishop, Faith  
Sims, Beth  
Loudon, Jeff

**Not Present:**

Cochrane, Brian  
Crowhurst, Stacey  
Hill, Olivia  
Luffman, Josh  
Rastogi, Anuj  
Adams, Charlton  
Karns, Allen  
Brown, Jacquelyn  
Perry, Will  
Baquera, Felisha  
Cooley, Emma  
Dixon, Michele  
Melson, Keire  
Turner, Kimberly  
Nelson, Rob  
Noote, Allie  
Tallent, Emily  
Graham, Kashif  
Griffin, Shore  
Farrelly, Judith  
Anderson, Matthew  
Bess, Angela  
Charley, Myles  
Jones, Michael  
Templeman, Alison  
May, Ela

**Guests:**

Brooks, Bari  
Clarksville V.I.P.S. Alpha Theta  
Chapter President  
Kopstain, Eric  
Adams, Laura  
Wareham, Jolie Grace  
Retton, Patrick  
Carlson, Robin  
Wilhem, Anita  
Kole, Brenda  
Siskovic, Connor  
Gibson, Madison  
West, Michael  
Dean, Stephanie

## WELCOME

*Tiffany Lawrence Givens, President, called meeting to order at 8:37am*

- Welcome
  - Agenda Review
  - Your mental health is just as important as your physical health.

## GUEST SPEAKERS

**Stephanie Dean – Assistant Manager & Clinical Coordinator**

**Work-Life Connections EAP**

Stephanie presented a PowerPoint on Managing Stress and Loss During the Holidays

### Holiday Tips

- Everyone has experienced the last 18 months differently
- Please be kind to yourself and to others
- Talk about plans before the holidays
- Be realistic in your expectations of yourself and others
- Find a way to help someone

### Mental Health and the Holidays

- Do what works best for you
- Talk to your support people
- Continue with any treatment
- Limit interactions with people who do not treat you kindly

### Loss and the Holidays

- Plan
- Recognize that the holiday/s will not be the same
- Take time for yourself but do not isolate yourself from others
- Honor the person and the people missing in your life
- Give to others: share your strengths
- Get support when you need it

### Coping Strategies

- Slow Down
- Create structure
- Set boundaries
- Engage in pleasant activities
- Get outside
- Breathing is fundamental – push your belly out like Santa Clause and breathe in – centers you back in the moment

Enhance the Positivity

Notice the Good

- I love the sound of the leaves crunching under my feet.
- My co-worker is so nice.
- The sky is beautiful today.

#### Gratitude

- What do I appreciate?
- Who do I appreciate?

#### Savor the Moment

Take time to savor something you really like

- the beautiful leaves on the maple tree
- the taste of the food you are chewing

#### What You Think Matters

- What you think about a situation impacts your mood and stress level
- Emotions follow thoughts
- With practice we can change our thinking patterns

#### Want to talk more about this?

EAP is located in the Medical Arts Building, Suite 010  
615-936-1327

In person and telehealth visits are available.

#### **Michael West – Manager — Athletics and Student Recreation**

#### **Connor Siskovic - General Manager • Ticket Sales and Service**

Michael and Connor encouraged everyone to support our student athletes.

- Come to a game.
- Purchase Season Tickets.
- There are staff discounts for season tickets for 4 sports – football, men’s basketball, women’s basketball, and baseball.
- Encourage your office and team to attend together.
- Pictures at half court pre-game and other special things can be done.

#### **Alyssa Aloyo – Office for Inclusive Excellence - Program Coordinator**

Alyssa provided an update on the Employee Affinity Groups (EAGs). EAGs are employee-led and facilitated groups formed around interests, backgrounds, identities, and common bonds.

Consider getting involved in one or starting one. Share with your offices and teams.

- VU EAGs Website: <https://www.vanderbilt.edu/diversity/employee-affinity-groups/>
- Current EAGs:

- Association of Vanderbilt Black Faculty & Staff
- Golden Doers (50+ age)
- Glammadores (LGBTQIA+)
- Single Parents
- Asian American Pacific Islander\*: <https://forms.office.com/r/QMz3FJzeHj>
- Disabilities and Chronic Health Conditions\*:  
<https://forms.office.com/r/HQHDjf3C74>
- Latinx\*: <https://forms.office.com/r/POXBG8TQRN>
- Veterans\*: <https://forms.office.com/r/vf5AQnkPpu>
- Early Career Professionals: <https://forms.gle/osivoStnMGy253fp9>

## NEW and OLD BUSINESS and ANNOUNCEMENTS

- Minutes
  - October 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.

## COMMITTEE REPORTS

- Communication –
  - *Faith Bishop and Jeff Loudon – Co-Chairs*
    - Everyone encouraged to use <https://forms.vanderbilt.edu/view.php?id=1331832> to submit events.
    - Next Meeting in December - TBA
- EDI –
  - *Denise Johnson and Heather Mitchell - Co-Chairs*
    - Heritage Calendar Poster for November is Native American Month
    - Next Meeting TBA
- Events –
  - *Jennifer Bennett & Amanda King*
    - Please register for the Virtual Coffee Break November 17 at 9:30 AM. Topic will be Returning to Campus.
    - Register here – <https://vanderbilt.zoom.us/meeting/register/tJYsd-uprD0pEtTzhEpO3-d4e6J5hgLB0Gw7>
    - Upcoming events
      - 2<sup>nd</sup> Harvest Food Bank volunteering in person opportunity
      - Holiday Jingle to support the Hardship Fund
    - Next meeting November 23<sup>rd</sup> at 9 AM.

- **Membership** –
  - *Cathy Weisbrodt and Lynn Hastings Co-Chairs*
    - Welcome New Member – Craig Elliott
    - Recognized Marsha Carter as Staff Member of the Month.
    - November Birthdays – Sandy Cherry, Brian Cochrane, Donna Ingram, Keeouka Knighton, Sharon Manlove, Heather Mitchell, Beth Sims, Jean Stumpf
  
- **Rules & Administration** –
  - *Amy Smith and Sean Butner Co-Chairs*
    - Worrying about the rules for over 25 years so you don't have to!
    - Next Meeting November 24<sup>th</sup> at 1 PM.
  
- **Staff Life** –
  - *Adam McKeever-Burgett and Sara Putnam Co-Chairs*
    - During the October Committee Meeting – topics discussed:
      - Parking – please pass along any feedback from our Groups and co-workers to [a.burgett@vanderbilt.edu](mailto:a.burgett@vanderbilt.edu) and [sara.putnam@vanderbilt.edu](mailto:sara.putnam@vanderbilt.edu).
      - The “Great Resignation” and its impact on current/remaining staff – please send notes and feedback from our Groups and co-workers to [a.burgett@vanderbilt.edu](mailto:a.burgett@vanderbilt.edu) and [sara.putnam@vanderbilt.edu](mailto:sara.putnam@vanderbilt.edu) or attend next Committee Meeting.
    - Employee Affinity Group –
    - Website: <https://www.vanderbilt.edu/diversity/employee-affinity-groups/>
      - Early Career Professional Interest Session – Nov 10; 2 PM
      - International Employees – Nov 17; 3 PM
      - Indigenous Employees Interest Session – Nov 29; 6 PM
    - ELE November workshops <https://news.vanderbilt.edu/2021/11/03/office-for-equity-diversity-and-inclusion-launches-additional-employee-affinity-groups-upcoming-events-for-existing-groups-announced/>
      - Register here - <http://vanderbi.lt/ele-workshops>
      - Employee Motivation from Theory to Practice - Nov 10; 1 PM
      - Back to School with VU Employee Tuition Programs - Nov 11; 12 PM.
      - Digital Body Language: Is That What They Meant? - Nov 16; 10:30 AM
      - Clifton Strengths for Employees - Nov 17; 1 PM
      - Five Languages of Appreciation in the Workplace - Nov 18; 2 PM
    - Next Meeting November 18; 2 PM

## PARENTAL LEAVE POLICY

- Parental Leave Policy – forwarded to Administration.

## CLOSING REMARKS

*Tiffany Lawrence Givens, President*

- Next Meeting:
  - Tuesday, December 9, 2021

- Time: 8:30 AM
- Location: Zoom and in person – The Commons MPR
- Keynote Speaker – Provost C. Cybele Raver. Please submit questions for her via [RedCap](https://redcap.link/USACDec2021) by end of day, November 23, 2021. <https://redcap.link/USACDec2021>
- All staff members are invited to attend.

**Meeting was adjourned at 9:37 am.**

***YOUR MENTAL HEALTH IS JUST AS IMPORTANT  
AS YOUR PHYSICAL HEALTH***

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