



Meeting Minutes: Tuesday, May 9, 2023 Online Zoom Meeting

Present:

Albright, Dallas
Baughman, David
Bennett, Jennifer
Bishop, Faith
Bonner, Cheryl
Borgic, Kevin
Brust, Valerie
Bush, Marita
Butner, Sean
Carlson, Robin
Carroll, Sara
Casey, Drew
Chai, Pearl
Cole, Victoria
Conwell, Patrick
Cooley, Emma
Coradazzi, Danny
Cornwell, Cassandra
Cummings, Kenedee
Dawson, T. Renee
Dickson, Nancy
Dixon, Amanda
Elliott, Craig
Fogg, Christine
Gibbons, Sarah

Gilmore, Alana
Gioglio, Kaslista
Harding, Amanda
Hastings, Lynn
Higgins, Ed
Hollifield, Michael
Jackson, Crystal
Kamtarin, Shahpar
Keever, Jeffrey
Kelley, Emily
Kiolbasa, Mary
Knupp, Peggy
Kurilko, Rachel
Lampley, Cassanora
Lawrence Givens, Tiffany
Long, Madeline
Maddox, Lynn
Manlove, Sharon
Manus, Sara
McKeever-Burgett,
Adam
Mitchell, Heather
Moody, Chance
Naughton, Megan
Oliver, Leshawn

Patterson, Mundy
Perry, Caitlyn
Peters, Erin
Pezzati, Katelyn
Poteete, Sarah
Putnam, Sara
Reed, Haley
Reeves, Kellea
Rivas, Beth
Sierra, Bryn
Smith, LaDonna
Stumpf, Jean
Swayze, Sarah
Weeks, Daravanh
Weisbrodt, Cathy
Woody, Jennifer
Zink, Andrea

Not Present:

Adams, Charlton
Beck, Rebekah
Benitone,
Hastings
Bourgoin, Jeremy
Carro, Elena
Carroll, Chantry
Champion,
Brittany
Cochrane, Brian
Cope, Sara
Crutchfield,
Savannah
Dixon, Michele
Dodson, Michael
Eubanks, Helga
Farst, Paige
Foggie, Christina
Gyarmati, Krista
Johnson, Denise
Johnson, Linda
King, Amanda
Knighton,
Keeouka
Maraniss, Andrew
Masters,
Richmond
Melson, Keire
Noote, Allie
Pratt, Jeremy
Pring, Michael
Smith, Amy

Taiman, Matt
Turner, Kimberly
Walker, Susan
Wang, Joanne
Watson, Hollie
Wilson, Maisie

Guests:

Adams, Laura
Alini, Evan
Arizaga, Emily
Bergheger, Claudia
Bukowski, Michelle
Certa, Danielle –
Guest Speaker
Cesarone, Amy
Coppinger, Whitney
Crawford, Tony
Crowhurst, Stacey
Culver, Tiffany
Cummings, Eric
Donald, Chris –
Guest Speaker
Fuchs Hritz, Kathleen
– Guest Speaker
George, Tracey –
Guest Speaker
Glasgow, Scotty
Grant, Jackie
Hessler, Soren
Jones, Kara
Kole, Brenda
Miller, Tiffany
Moore, Teea
Naifeh, Jake
Norman, Ed.D,
Yolanda
Parker, Patricia
Person, Gretchen –
Guest Speaker
Porter, Abigail
Retton, Patrick

WELCOME

Amanda Harding, President, called the Meeting to order at 8:31 am

Agenda

- Faculty Affairs and Professional Education – Tracey George, Vice Provost for Faculty Affairs and Danielle Certa, Assistant Director of Faculty Appointments
- EDI Training – Christopher Donald, University Chaplain and Director of Religious Life and Gretchen Person, Associate University Chaplain and Associate Director of Religious Life
- Nashville Staff Engagement Survey – Kathleen Fuchs Hritz, Senior Director of Community Relations, Government and Community Relations
- USAC Business and Committee Reports and Executive Committee Elections

Keynote Speakers

- Tracey George, Vice Provost for Faculty Affairs
 - Vice Provost George oversees faculty affairs at Vanderbilt and is the Charles B. Cox III and Lucy D. Cox Family Chair in Law and Liberty and retains her faculty appointment in political science.
 - She manages faculty hiring and retention authorizations, faculty appointments and promotions, faculty awards and honors, and endowed chair appointments and works with academic leaders across campus to enhance Vanderbilt's efforts to support faculty.
- Danielle Certa, Assistant Director of Faculty Appointments
 - Came to Vanderbilt in 2009 after 10 years in the advertising and entertainment industries, relocating to Nashville from Los Angeles.
 - Worked for former Interim Chancellor and Provost Susan Wentz and with Vice Provost for Academic and Strategic Initiatives John Geer (now Dean of the College of Arts and Science).
 - In her role as Assistant Director, Danielle provides expert analysis and guidance regarding faculty appointments, reappointments, and promotions; search processes; review processes; faculty data collection as it pertains to federal compliance requirements; as well as ensures compliance with university policies and procedures.
- The Mission of the Office of Faculty Affairs and Professional Education exists to support and champion Vanderbilt faculty at every stage of their career and to promote and advise professional academic programs.
 - Team includes:
 - Associate Provost for Faculty Affairs,
 - Associate Provost for Faculty Development,
 - Center for Teaching, Office of Digital Education,
 - Office of Faculty Development,
 - Office of Academic Program Review, Assessment and Accreditation,
 - Office of Faculty Appointments,
 - Office of Strategy and Communication
 - Dynamic Collaboration – six offices working in tandem to optimize faculty experience and enhance academic excellence.
 - Dean's Search Process:

- Deans have 5-year terms.
- Search Process is very time consuming – about 9 months.
- Provost triggers decanal review.
- OAPRAA oversees internal and external review.
- VPFAPSE forms; OFD and OSC guide search committee
- OFD coordinates candidate visits.
- OFA handles hiring logistics and appointments.
- OSC announces and stewards faculty-forward narrative
- OFD facilitates on boarding and training.
- VPFAPSE provides ongoing leadership and guidance.
- ODE serves as business dev.
- CFT designs best practices around teaching priorities.
- A&S Dean’s Search will include a full-time staff member on the Search Committee – will be announced soon – 1st time.
- Faculty Hiring Process:
 - OFA oversees hiring.
 - OFD conducts new faculty orientation.
 - CFT trains incoming faculty
 - ODE provides course development/platform support.
 - CFT provides ongoing development or remediation.
 - OFA handles milestones, tenure, appointments, and emeriti.
 - OFD trains for leadership/culture/faculty experience
 - OAPRAA assesses, opens and closes programs, document qualifications for accreditation requirements.
 - OSC communicates achievements, opportunities, coordinates committees and initiatives.
 - VPFAPSE oversees committees, initiatives, discipline, etc.
- Interested in partnering with USAC in developing opportunities to train up.

EDI Training

- Christopher Donald, University Chaplain, and Director of Religious Life
- Gretchen Person, Associate University Chaplain, and Associate Director of Religious Life
 - How to engage in a dialogue about religious diversity in the workplace to help foster understanding of religious minorities in the Vanderbilt community.
 - To better understand religions on campus must first collect information. Staff Survey asked specific questions about religions.
 - Etiquette prevents us from talking about religion.
 - When asking questions about religion – remember to do it from a place of curiosity and for learning purposes. Do not be intrusive. Do not proselytize.
 - Specifics to consider in the workplace:
 - Dress
 - VU has a free dress code; VUPS might be an exception.
 - Dietary Restrictions
 - Be proactive and ask new staff when onboarding.
 - Consider catering staff events from using Grins Vegetarian Café or from Holy Smokes

- Grins Vegetarian Cafe in the Schulman Center for Jewish Life offers vegetarian wraps, salads, paninis, and baked goods with a Kosher-certified kitchen.
- Holy Smokes (formerly Aryeh's Kitchen) opened in May 2016 and is located in the heart of Vanderbilt University's campus. Since then, the iconic mobile food Airstream trailer has been serving up the finest kosher dining options with a southern twist. Holy Smokes is also available for pre-order on the GET app.
- Dining Services working hard to accommodate Ramadan needs and Kosher needs.
- Holidays
 - Remember to review the holiday list before planning events.
 - VCs, Deans, Provosts receive the list in the spring for the following year.
 - <https://www.vanderbilt.edu/religiouslife/wp-content/uploads/sites/138/2023-24-Vanderbilt-Holy-Days-Calendar.pdf>; <https://www.vanderbilt.edu/religiouslife/wp-content/uploads/sites/138/2022-23-Vanderbilt-Holy-Days-Calendar-1.pdf>
 - Ramadan will be during finals next year.
 - Visit The Center for Spiritual and Religious Life website for more information - <https://www.vanderbilt.edu/religiouslife/>
- Funerals
 - PTO can be used.
- Vanderbilt is a pluralistic campus. Lots of Diversity.
 - If divisions or departments want to learn more about how to have a dialogue about diversity in the workforce, The Center for Spiritual and Religious Life suggests:
 - 1 – ask your colleagues what needs they to make their work more respected in the workplace.
 - 2 – invite the University Chaplain/s to a meeting or to provide a 1-hour or 4-hour training session
 - 3 – share stories with each other using the Narrative Forum Method; consider having a narrative experience
 - Helpful website – <https://www.interfaithamerica.org/>
 - Helpful article -
 - Here is an example of an article about spirituality. There are many more resources in the library's catalog if you're interested - <https://oce-ovid-com.proxy.library.vanderbilt.edu/article/00006216-201310000-00006/HTML>
 - Things to consider:
 - Happy Hour with alcohol excludes those who cannot have alcohol.
 - Events planned during prayer time offered in the All Faith Chapel
 - Are spaces provided for prayer and meditation?
 - Are colleagues changing who they are in order to fit in to workplace culture?
 - Affinity Groups forming

- Is there Staff interest in Interfaith Scholars like the Student Interfaith Scholars program?

Nashville Staff Engagement Survey

- Kathleen Fuchs Hritz, Senior Director of Community Relations, Government and Community Relations
- GCR Mission Statement –
 - The Division of Government and Community Relations is responsible for the university’s advocacy work with all branches of government and for fostering and supporting community engagement between campus and community partners.
- Community Relation Goals
 - Connect Vanderbilt’s people and resources with the community in service of others.
 - Manage the Community Impact Fund’s contributions for area non-profits.
 - Serve as a front-door for community partners to navigate and engage Vanderbilt.
 - Lead and collaborate on initiatives and programs to address pressing challenges.
- Community Engagement Survey for Staff
 - Open; May 16 – June 15
 - To be sent directly to staff members via email.
 - Questions? gcr@Vanderbilt.edu

USAC Business

Employee Critical Support Fund

The Employee Critical Support Fund, previously called the Employee Hardship Fund, was established in 1994 to financially assist Vanderbilt faculty and staff who are experiencing a non-recurring sudden or emergency-related financial hardship due to an unforeseen or unavoidable event.

How to contribute:

- The **Kroger Community Rewards** program supports the Employee Critical Support Fund through grocery purchases. Everyone must re-sign up - for the Vanderbilt Employee Critical Support Fund.
- Can also give through payroll deduction.

If you have questions about the Employee Critical Support Fund, please email Wellbeing@vanderbilt.edu.

Executive Committee Elections

- Vice President/President Elect – Sara Putnam
- Secretary – Lynn Maddox
- Treasurer – LaDonna Smith
- All elected via Poll launched thru Zoom for the 2023 – 2024 Fiscal Year

Committee Reports

Communications Committee

- Co-Chairs: Faith Bishop and Andrea Zink
- Remember USAC's Social Media – Facebook, Instagram, Twitter.
- Next Meeting: TBD

EDI Committee

- Co-Chairs: Shahpar Kamtarin and Erin Peters
- May Diversity Spotlight – Asian/Pacific American Heritage Month
 - Celebrate with the Frist on May 7th
- Next Meeting: TBD – focus will be discussing goals for the 23/24 term.

Events Committee

- Co-Chairs: Jennifer Bennett and Michael Hollifield
- April Events:
 - April 25 – USAC Happy Hour – Kung Fu Saloon – 4:30 PM – (April 25 is the perfect date.) – Very Successful and thank you to everyone for attending.
 - April 26 – USAC Campus Tour and Lunch with VC Administration Eric Kopstain – 11 AM – Very Successful and thank you to everyone for attending. Hoping to make this an annual event.
- Upcoming Events:
 - May 16 – USAC Coffee Hour – Rand Terrace – 8 AM
 - June 7 – Ice Cream Time in partnership with The Wond'ry; 1:00 – 2:30 PM at the new Sesquicentennial Oak – near Rand Patio, Garland Hall, and Buttrick Hall; look for the Icicle Tricycle!
- Next meeting: TBD

Membership

- Co-Chairs – Lynn Hastings and Christine Fogg
- 2023 Election Timeline:
 - Nomination Period – March 16 – April 7 – Any non-union staff member can be nominated to serve, and self-nominations are encouraged.
 - Confirmation Period – April 10 – April 21 – Be sure to approve your nomination in order to be included on the ballot.
 - Elections – May 1 – May 12 – remember to vote if you are a member of an Odd Numbered Group
 - Run-Off Elections if needed – May 15 – May 19
- May Birthdays – Charlton Adams, David Baughman, Faith Bishop, Kevin Borgic, Patrick Conwell, Renee Dawson, Ed Higgins, Megan Naughton, Allie Noote, Beth Rivas, Matt Taiman, Hollie Watson
- Meet a Member – Christina Foggie – Chief of Staff, Women's Basketball, Department of Athletics
- Next Meeting: TBD

Rules and Administration

- Co-Chairs – Sean Butner and Amy Smith
- May 2nd Meeting – discussed:

- how to work on updates to the USAC Operations Plan for the coming year,
- ways to make the Operations Plan more useable to everyone on USAC,
- ways we can communicate and update documents within our committees (Teams/Box/ect)

- Next meeting: TBD

Staff Life

- Co-Chairs – Sara Putnam and Danny Coradazzi
- New Process for Service Awards – instead VU items – can select from a variety of items offered in an online catalogue. Every 5 years.
- Spring Staff Assembly – May 22; 3:30 PM
- Next Meeting: TBD

Other

- Celebrating USAC Graduates – please complete form by June 1 - <https://forms.office.com/r/SGiLYxQ2eh>
- Staff Assembly – May 22
- Committees will be reforming this summer; reach out to Amanda and Adam if interested in chairing or co-chairing a committee

Next Meeting

- Final Meeting of the Fiscal Year
- Tuesday, June 13, 2023
- In Person – Alumni Hall; Memorial Room or Zoom – 8:30 AM

ADJOURN

Amanda Harding, President, adjourned the Meeting at 10:01 am

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