



Meeting Minutes: Tuesday, May 10, 2022 Online Zoom Meeting

PRESENT:

Artus, Meagan
Beck, Rebekah
Bennett, Jennifer
Bishop, Faith
Artus, Meagan
Beck, Rebekah
Bennett, Jennifer
Bishop, Faith
Bonner, Cheryl
Borgic, Kevin
Bourgoin, Jeremy
Bush, Marita
Cahill, Bess
Carlson, Robin
Carroll, Chantry
Carter, Marsha
Cochrane, Brian
Cole, Victoria
Conwell, Patrick
Cooley, Emma
Crowhurst, Stacey
Dawson, Toni Renee
Dickson, Nancy
Elliott, Craig

Farst, Paige
French, Caitlyn
Gracey, Lisa
Griffin, Shore
Gyarmati, Krista
Harding, Amanda
Hastings, Lynn
Higgins, Ed
Hollifield, Michael
Ingram, Donna
Johnson, Denise
Johnson, Faye
Kelley, Emily
King, Amanda
Kiolbasa, Mary
Lawrence Givens,
Tiffany
Luffman, Josh
Maddox, Lynn
Manlove, Sharon
May, Ela
McKeever-Burgett, Adam
Melson, Keire
Mundy, Meaghan
Nashabi, Maya

Naughton, Megan
Noote, Allie
Osinski, Keegan
Peters, Erin
Pezzati, Katelyn
Pickert, Donald
Poteete, Sarah
Pring, Michael
Putnam, Sara
Sierra, Bryn
Sims, Beth
Smith, LaDonna
Stumpf, Jean
Turney, Kerrie
Walker, Susan
Wang, Rong "Joanne"
Watson, Hollie
Weisbrodt, Cathy
Zink, Andrea

NOT PRESENT:

Adams, Charlton
Bess, Angela
Bond, Rachel
Bousquet, Ben
Brown, Jacquelyn
Butner, Sean
Cherry, Sandy
Dixon, Michele
Jackson, Donald
Kamtarin, Shahpar
Knighton, Keeouka
Mitchell, Heather
Pratt, Jeremy
Rastogi, Anuj
Sanders, Sara
Smith, Amy
Turner, Kimberly
Wilson, Maisie

GUESTS:

Adams, Laura
Allen Woody,
Jennifer
Bahadursingh,
Kelsey –
 Guest Speaker
Bonner, Stacey –
 Guest Speaker
Brooks, Bari
Cherry, Sandy
Coppinger, Whitney
Culver, Tiffany
Gibson, Madison
Glasgow, Scotty
Green, Nathan –
 Guest Speaker
Johnston, Caroline
Jones, Kara
Kopstain, Eric
Mckelvy, Deniz
Pastrana, Mikey
Plyler, John
Porter, Abigail
Poteete, Sarah
Retton, Patrick
Rockafellar, Alex.
Smith, Janet
Vaught, Krista
Wilhem, Anita

WELCOME

Tiffany Lawrence Givens, President, called meeting to order at 8:30 am

- Welcome
- Agenda Review

GUEST SPEAKERS

Nathan Green, Vice Chancellor for Government and Community Relations

The Division of Government and Community Relations is responsible for the university's advocacy work with all branches of government and for leading community initiatives and fostering and supporting community engagement.

- Advocate, Facilitate, Fund, Convene, Collaborate, Strategic, Innovative
- Focus on the magnets, not the not the wedges; Build relationships, focus on commonalities
- Government Relations is what we have to do; Community Relations is what we want to do
- Government Relations
 - Build relationships, generate trust, develop credibility to promote VU's interests
 - Strategically position VU to best achieve the desired outcome.
 - Work collaboratively with peers and large employers to advance shared priorities
 - Leverage campus experts to frame policy issues
 - Provide updates to campus on what is happening at the various levels of government
 - Priorities include – research funding and policies, student aid and higher education funding & policies, tax policy, immigration policy, economic development, social policy, campus and Nashville's development
- Community Relations
 - Bring Vanderbilt's people and resources into the community in service to others
 - Administer a Community Impact Fund to support the region's non-profit community for both pressing needs and long-term well being
 - Be a partner for Nashville's and TN's growth and development
 - Priorities include – education and social services, arts & culture, economic growth & development, innovation ecosystem
 - Super Partners – Civic Design Center, One Generation Away
- Looking forward to working with USAC on the Vanderbilt, Let's Vote initiative
<https://www.vanderbilt.edu/vote/>

Kelsey Bahadursingh; Assistant Director for Audit, Risk, and Compliance

- The Office of Audit, Risk, & Compliance is a collaborative partner dedicated to assisting Vanderbilt's BOT and senior management to enhance and protect the University by optimizing its governance, risk management, and control processes through the provision of risk based and objective assurance, counsel, and insight
- The Office does this by serving as a catalyst for enhancing the University's ability to deliver the highest quality education, promote groundbreaking research, and serve our local, national, and global communities.
- The Vanderbilt University Compliance Program demonstrates the University's commitment to ethical conduct and compliance by setting forth guidelines for conduct designed to prevent and detect violations of law and by encouraging compliance by providing support, training and educational resources to assist Vanderbilt in fulfilling its responsibilities through its faculty and staff.

Stacey Bonner; Wellbeing Manager

- Quote of the Month – *Breathe. It is just a bad day, not a bad life.*
- Programs
 - May 24 – 1:00 PM - Preventing and Reversing Burnout: The Reality of Self-Care – Sarah Jordan Welch-Moore
 - June 23 – 1:00 PM - Helpful vs Harmful: Ways to Manage Your Emotions – Megan Bergfield
- EAP – available to all staff; please reach out – in person and telemedicine options
- Women Talk Money – what you need to know for your best financial future – 2nd Wednesday of every month – 1 PM ET – register at fidelity.com/women
- Fidelity Workplace Financial Consultants – Ask Us Anything - schedule an appointment at a time that works for you – 800-642-7131.

EXECUTIVE COMMITTEE ELECTIONS

Members running for Executive Committee positions gave brief presentations and members voted.

- Representatives running for office:
 - Vice President/President Elect – Adam McKeever-Burgett
 - Treasurer – LaDonna Smith
 - Secretary – Lynn Maddox

COMMITTEE REPORTS

Communication

Faith Bishop and Andrea Zink, Co-Chairs

- Updates to Website – easier to navigate, Newsletter Archive
- Everyone encouraged to follow USAC Social Media: Twitter @VanderbiltUSAC; Instagram @vanderbiltusac; Facebook VanderbiltUSAC
- Everyone encouraged to submit media requests for upcoming events <https://forms.vanderbilt.edu/view.php?id=1331832>.
- Next Committee Meeting TBA

EDI

Denise Johnson and Shahpar Kamtari, Co-Chairs

- Heritage Calendar Poster for May is Asian American and Pacific Islanders
- Please email Denise ideas and suggestions, denise.c.johnson@vanderbilt.edu
- Next Committee Meeting will be May 18 at 10 AM.

Events

Jennifer Bennett & Amanda King, Co-Chairs

- Thank you to all who attended the April Coffee Break at Starbucks
- Thank you to all who volunteered at the Food Distribution with OneGen at Fort Negley
- Welcome to Brian Cochrane from Rand Dining Center – hosting USAC for the **May 18th 9:00 AM Coffee Break on the Rand Terrace**. Please come and bring your co-workers.
- Donate on the Date – Donate to the VU Employee Assistance Program Fund in May! <https://paypal.com/paypalme/USACVU> Pick a date in May, then use the PayPal link to donate that amount to Vanderbilt employees who have emergency financial needs.
- Committee Meeting May 24; 9 AM.

Membership

Cathy Weisbrodt and Lynn Hastings, Co-Chairs

- Recognized LaDonna Smith, Department of Biological Sciences, Administrative Officer as Staff Member of the Month.
- May Birthdays – Charlton Adams, Faith Bishop, Sarah Bordenstein, Kevin Borgic, Bess Cahill, Patrick Conwell, Toni Renee Dawson, Michele Dixon, Ed Higgins, Donald Jackson, Megan Naughton, Allie Noote, Donald Pickert, Hollie Watson
- Voting is this week for groups have USAC member elections.
- Next Committee Meeting TBD.

Rules & Administration

Amy Smith and Sean Butner, Co-Chairs

- Fun Fact of the Month – Quorum – used to indicate the minimum number of the membership needed for conducting business
- Next Committee Meeting TBD

Staff Life

Adam McKeever-Burgett and Sara Putnam, Co-Chairs

- Moving forward with the Bereavement Leave recommendations.
- Additional Considerations Include:
- Staff Tuition Benefit
- Retirement Matching %
- PTO for volunteering
- Review the MyVU article for important information regarding Employee Education Assistance Program to expedite tuition reimbursements:
- <https://news.vanderbilt.edu/2022/05/02/employee-education-assistance-program-to-expedite-tuition-reimbursements/>
- Other concerns and feedback – please pass along to a.burgett@vanderbilt.edu and sara.putnam@vanderbilt.edu or anonymously at <https://www.vanderbilt.edu/USAC/about/contact>
- Next Committee Meeting May 19; 2 PM

NEW and OLD BUSINESS and ANNOUNCEMENTS

Kroger Card

- Sign up for/use/update your Kroger Card. 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.

Hardship Fund

- Reminder that The Hardship Fund has funds available for staff who need it - <https://www.vumc.org/health-wellness/news-resource-articles/faculty-and-staff-hardship-fund>

University Spring Break Policy

- Please review the MyVU article about Vanderbilt's 2023 Spring Break aligning with MNPS to better support faculty, postdocs, staff, students. <https://news.vanderbilt.edu/2022/05/02/vanderbilts-2023-spring-break-will-align-with-mnps-to-better-support-faculty-postdocs-staff-students/>

Announcement from Vice President/President Elect Amanda Harding

- Provost Raver wants to recognize all USAC representatives at the June USAC meeting who have or are graduating:
 - Fall 2021, Spring 2022, Summer 2022
 - Please fill out the form. <https://forms.office.com/r/kKcYD78hHW>

CLOSING REMARKS

Tiffany Lawrence Givens, President

- Please attend the Spring Fall Assembly May 23; 3:30 PM in the Student Life Center Ballroom; reception to follow
- USAC Next Meeting:

Tuesday, June 14, 2022

Time: 8:30 AM

Location: In Person and Virtual

Student Life Center Board of Trust Room

All staff members are invited to attend.

Meeting was adjourned at 9:53 am.

Breathe. It is just a Bad Day, not a Bad Life.

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