Meeting Minutes: Tuesday, July 9, 2019
Commons, Multi-Purpose Room

Present:
Baquera, Felisha
Barclay, Samantha
Carlson, Robin
Carney, Kathy
Cedzich, Michele
Conwell, Patrick
Cooley, Emma
Davis, Jessamyn
Fields, Craig
Flippo, Laura
Fox, Anita
Gibson, Madison
Hansbrough, Sean
Harding, Amanda
Johnston, Caroline
Jones, Haley
Kamtarin, Shahpar
Kelley, Emily
Kiolbas, Mary
Laubach, Ingrid
Lawrence Givens, Tiffany
LeBlanc, Jennifer
Linski, Jamie
Loudon, Jeff
Majewski, Ashley
Manlove, Sharon
Martin, Robert
Mays, John
Meadows, Shelley
Mullane, Courtney
Newton, Kaci
Notestine, Wesley
Porter, Beth
Pring, Michael
Ripley, Kate
Robinson, Antonio
Rutledge, Scott
Scott, Carjamin
Shook, Elisabeth
Sprague, Megan
Stiles, David
Thompson, Sonya
Upchurch, Jodie
Williams, Tara
Wolff, Jeannette
Yockey, Heather
King, Amanda

Brown, Kenneth
Cahill, Bess
Cole, Victoria
Curtis, Blake
Renee Dawson, Toni
Dixon, Michele
Eckert, Danielle
Fuchs Hritz, Kathleen
Graham, Kashif
Hamilton, Brittni
Harbin, Rachel
Higgins, Ed
Hilderbrand, Susan
Ingram, Donna
Jackson, Donald
Jensen, Lena
Johnson, Denise
Jones, Christopher
Jones, Eric
Lowe, Deni
Luffman, Josh
Malveaux, Nicole
Marshall, Paul
Masonoff, David
Moore, LaTisha
Morris, Diana
Mullen, Becky

Not Present:
Benitone, Hastings
Best, Douglas
Boose, Catherine
Brown, Harold
Mundy, Meaghan  
Nelson, Roberta  
Perry, Alexis  
Pickert, Donald  
Poindexter, Jeana  
Robinson-Nichols, Monique  
Roche, Morgan  
Sanders, Sara  
Sims, Beth  
Smith, Amy  
Smothers, Natalia  
Steinas, Jason  
Taylor, Susan  
Waits, Robert  
Walker, Susan  
Clemmons, Lee  
Korab, Emily  

Guests  
Brady, Alfred  
Brassil, John  
Copping, Whitney  
Glasgow, Scotty  
Grant, Deborah  
Hicks, Chris  

Sent Regrets:  
Bennett, Garrett  
Fann, Drew  
Meyer, Tony  
Miller, Amber  
Rall, Kathleen  
Weisbrodt, Cathy  
Westrom, Lynn  
Wocher, Melissa  

OLD & NEW BUSINESS ANNOUNCEMENTS  
Jeff Loudon, President, called meeting to order at 8:33 am  
- June minutes have been approved  
  - Minutes are posted on the website each month prior to next meeting  
- Follow USAC on social media  
- Kroger Card – Employee hardship fund  
  - How to enroll  
- Chancellor Search – Vanderbilt leadership is counting on USAC  
  - Survey – responses are anonymous  
  - Staff-Focused Town Hall (8/21-8/23)  
  - Jeff will be reaching out individually on communication targeted to your constituents
COMMITTEE REPORTS

NEW Equity, Diversity, and Inclusion – Ad-Hoc Committee

This committee aims to promote and develop a culture of collaboration and inclusion at Vanderbilt University, which supports the success and affirmation of all Vanderbilt professional and support staff. Issues of equity, diversity, and inclusion include, but are not limited to: race/ethnicity, gender, sexual orientation, religion, national origin, age, and disability.

- **Goals:**
  - Identify opportunities around University programming and activities to promote and provide advising and guidance on recommendations related to:
    - Creating an inclusive climate at Vanderbilt
    - Recruitment, hiring, retention, and promotion of a diverse professional and support staff at Vanderbilt
  - Engage in and enhance opportunities for intra-departmental collaboration initiatives related to inclusion, equity, and diversity
  - Support training of staff that fosters a welcoming climate for all at Vanderbilt University
  - Systemically explore and, as necessary, propose policy that ensures all Vanderbilt staff members are able to thrive

- Members can serve on this committee in addition to one of the other committees.

Membership Committee, co-chairs Tara Williams & Tiffany Lawrence Givens

- **Introduction**
  - Tara Williams – Office of the VC for Equity, Diversity and Inclusion
    - 7th year with USAC
  - Tiffany Lawrence Givens – Basic Sciences Administrative Pod 2
    - 2nd year with USAC

- Happy birthday!
  - Jamie Linski

- **Committee Responsibilities**
  - Facilitate membership elections
  - Onboard new members
  - Maintain membership rosters
  - Track monthly meeting attendance
  - Arrange greeters for monthly meetings
  - Share special member announcements
  - (birthdays, member shout-outs, awards, etc.)
  - As needed, work with officers to facilitate reapportionment

- **Membership**
  - Seeking 8-10 committee members
  - Skills/Characteristics: Self-directed & familiarity with Excel
  - Attendance at approximately 6 committee meetings
Remote work available with specific committee tasks
- Opportunity for innovation

- First Meeting – Wednesday, July 31st (Time/Place: TBD)
- Meeting a USAC Member:
  - Craig Fields
- Please fill out Membership Survey in Anchor Link by Friday, July 26th:
  - Committee – select top 2 choices
  - Option to serve on EDI Ad-Hoc Committee
  - Birthdays
  - Greeters

**Events Committee, co-chairs Shelley Meadows & Amanda King**
- Introduction
  - Amanda King
  - Shelly Meadows
- Past Activities
  - Collected 800lbs of food for Second Harvest
  - Nashville Humane Association pet supply drive
  - Employee Appreciation Tailgate USAC representation
  - Employee Hardship fund awareness (Kroger Card)
  - VUMC Clothes closet collection
- 2019-20 Goals
  - Continued community service at VU and surrounding
  - Support VU employee community
    - Host meetups to open door VU activities (Health & Wellness, Blair)
    - Employee Tailgate
    - Meet and greets – USAC Group reps
    - Other employee appreciation events
- Committee Membership
  - Like meeting new people and trying new things
  - Like serving the community, VU and Nashville
  - Enjoy logistics and organizing volunteers
- First Meeting - TBD

**Communications Committee, co-chairs Carjamin Scott & Jodie Upchurch**
- Introduction
  - Carjamin Scott
  - Jodie Upchurch
- Responsibilities
  - Facilitate internal communication within USAC
- Prepare and send the monthly RSVP email with Membership
- Assist the President and other committee chairs as needed
- Book photography for meetings and events
  - Facilitate external communication with constituents
    - Prepare and send the monthly newsletter email
    - Write the monthly blog post and send to MyVU
    - Post to social media (Facebook, Twitter, and Instagram)
    - Update and manage the USAC website and blog

- Committee Membership
  - Interested in:
    - writing
    - photography
    - social media
    - managing web content
    - marketing

- How Everyone can Help
  - Like and follow USAC on Twitter, Facebook, and Instagram
  - Visit the USAC website
  - Visit the USAC blog
  - Share posts, comment on blog posts and like/retweet on social media

**Staff Life, co-chairs Elisabeth Shook & Jamie Linski**
- Introduction: Co-Chairs
- Responsibilities
  - Researching and prioritizing the issues of staff concern
  - Recommending for the council's consideration a specific course of action when appropriate
- Past Achievements
  - Retirement Recommendation
  - Civility, Appreciation, and Respectful Workplaces (CARE)
  - PTO Recommendation
  - Meal plan discounts offered twice a year
- Upcoming Recommendations
  - Professional Development Opportunity report

**Rules and Administration, co-chairs Jessamyn Davis & Ashley Majewski**
- Introduction
  - Jessamyn Davis (Emergency Preparedness)
  - Ashley Majewski (VC Admin Office)
- What We Do
  - Maintain the bylaws and manage the process to revise them
• Maintain and update the Operations Plan
  ▪ The document new USAC members receive that describes what USAC is, the responsibilities of officers, the different committees members can join, and various policies and procedures

• OUR GOALS FOR THIS YEAR
  o Update the Operations Plan

Scotty Glasgow, Senior Special Events Coordinator
• Employee Appreciation
  o Vandy Pops – Tuesday, July 16th 3pm
    ▪ Local social pop-up event that will take place at the same time in break rooms and offices all across campus
    ▪ Share photos of event on social media
  o Vandy Chills – Thursday, August 8th 11am-3pm
    ▪ **ON-CAMPUS**
      ▪ University Library Lawn 11 am – 3 pm
    ▪ **ICE CREAM TRUCK STOPS**
      ▪ Wyatt Center/East Hall 11:00 - 11:30 am
        o (Under the connecting arches)
      ▪ Magnolia Circle 12:15 - 12:45 pm
        o (One Magnolia Circle)
      ▪ Engineering & Science Building 1:30 – 2:00 pm
        o (Lot 71, baseball parking lot)
      ▪ Loews Vanderbilt Plaza 2:45 – 3:15 pm
        o (Near office entrance)
      ▪ Baker Building 3:45 – 4:15 pm
        o (Lot 5A, surface parking lot)
        o

Tammy Key, HR Learning & Organizational Development Consultant
• Get to know others in the room – Talk Circuit activity
  o 3 rounds – feel free to leave notes for feedback
    ▪ Round 1 - Getting to know you – talk partner at table
    ▪ Round 2 – USAC Aspirations – move and talk with a different partner in the room – partners find another partnership
    ▪ Round 3 – partners/discussion on “what do you think are important topics that could be considered during the Chancellor Search”
      ▪ Business focus – future VU and EDI
      ▪ Fund-raising – opportunity VU – fostering the Vanderbilt community
      ▪ Being mindful of all community
• Investment in Vanderbilt
• Continuation of moving in direction started by Chancellor Zeppos
• futureVU/parking – understand challenges with creating initiatives
  – know staff and what needs are
• Employee Incentives – taking into account competition moving into Nashville
  • Fill out the Survey – www.vanderbilt.edu/chancellor-search/

CLOSING REMARKS
Jeff Loudon, President
  • Next meeting will be Tuesday, August 13 at 8:30 am at ALUMNI HALL, Room 202 (Memorial Hall)
  • Committee Chair and Officer pictures will be taken at end of meeting.

Meeting was adjourned at 9:51 am.