



## 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  
 Kiolbasa, 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, Carjamen  
 Shook, Elisabeth  
 Sprague, Megan  
 Stiles, David  
 Thompson, Sonya  
 Upchurch, Jodie  
 Williams, Tara  
 Wolff, Jeannette  
 Yockey, Heather  
 King, Amanda

#### Not Present:

Benitone, Hastings  
 Best, Douglas  
 Boose, Catherine  
 Brown, Harold

Brown, Kenneth  
 Cahill, Bess  
 Cole, Victoria  
 Curtis, Blake  
 Renee Dawson, Toni  
 Dixon, Michele  
 Eckert, Danielle  
 Fuchs Hritz, Kathleen  
 Graham, Kashif  
 Hamilton, Brittini  
 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

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  
 Coppinger, Whitney  
 Glasgow, Scotty  
 Grant, Deborah  
 Hicks, Chris

### **Sent Regrets:**

Bennett, Garrett  
 Fann, Drew  
 Meyer, Tony  
 Miller, Amber  
 Rall, Kathleen  
 Weisbrodt, Cathy  
 Westrom, Lynn  
 Woche, 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
    - 7<sup>th</sup> year with USAC
  - Tiffany Lawrence Givens – Basic Sciences Administrative Pod 2
    - 2<sup>nd</sup> 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 31<sup>st</sup> (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
  - Update the Operations Plan

*Scotty Glasgow, Senior Special Events Coordinator*

- Employee Appreciation
  - Vandy Pops – Tuesday, July 16<sup>th</sup> 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
  - Vandy Chills – Thursday, August 8<sup>th</sup> 11am-3pm
    - *ON-CAMPUS*
      - *University Library Lawn* *11 am – 3 pm*
    - *ICE CREAM TRUCK STOPS*
      - *Wyatt Center/East Hall* *11:00 - 11:30 am*
        - *(Under the connecting arches)*
      - *Magnolia Circle* *12:15 - 12:45 pm*
        - *(One Magnolia Circle)*
      - *Engineering & Science Building* *1:30 – 2:00 pm*
        - *(Lot 71, baseball parking lot)*
      - *Loews Vanderbilt Plaza* *2:45 – 3:15 pm*
        - *(Near office entrance)*
      - *Baker Building* *3:45 – 4:15 pm*
        - *(Lot 5A, surface parking lot)*
      -

*Tammy Key, HR Learning & Organizational Development Consultant*

- Get to know others in the room – Talk Circuit activity
  - 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/](http://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.**