



**Meeting Minutes:**  
**Tuesday, August 13, 2024**  
**Online Zoom Meeting**

**Present:**

Abrams, Jenny  
Allen Woody, Jennifer  
Arizaga, Emily  
Bagley, Sydney  
Bahrt, Emily  
Baughman, David  
Bennah, Noni  
Best, Douglas  
Bishop, Faith  
Boone, Laura  
Borgic, Kevin  
Briggs, Piersen  
Brown, Tonya  
Bumpas, Elizabeth  
Burroughs, Machalia  
Bush, Marita  
Bush, Haley  
Butner, Sean  
Calise, Sarah  
Carro, Elena  
Carroll, Sara  
Chapman, Megan  
Clapper, Stephanie

Cole, Victoria  
Collings, Angela  
Conwell, Patrick  
Dawson, Renee  
Fazi, Michael  
Fogg, Christine  
Fontmo, Tiffeni  
Garnder, Leigh Ann  
Gill, Kayce  
Gilmore, Alana  
Grimes, Sydney  
Haymer, Alicia  
Herndon, Roger  
Higgins, Ed  
Hollifield, Michael  
Hooper, Kevin  
Howard, Tom  
Humbert, Maddie  
Jordan, Chad  
Karns, Allen  
Kelly, John  
Kole, Brenda  
Krasnove, Melissa

Kurilko, Rachel  
Lampley, Cassanora  
Lorusso, Valerie  
Maddox, Lynn  
Manlove, Sharon  
Manning, Katherine  
Moore, La Tisha  
Osa-Oni, Raven  
Pendowski, Shelby  
Penn, Sydney  
Perry, Caitlyn  
Poteete, Sarah  
Putnam, Sara  
Rice, Marquita  
Rivas, Beth  
Ryon, Chance –  
Guest Speaker  
Sasse, Ryan  
Slabaugh, Cassidy  
Smith, Amy  
Taylor, Susan  
Wang, Joanne  
Whitwell, Corbin

Wilson, Maisie  
Yarnall, Christopher

### **Not Present:**

Albright, Dallas  
Beach, Reina  
Bennett, Jennifer  
Bourgoin, Jeremy  
Broadrick, Troy  
Brust, Valerie  
Castellon, Bianca  
Connolley, Carter  
Coradazzi, Danny  
Cornwell, Cassandra  
Cruise, Portlyn  
Crutchfield, Savannah  
Cummings, Kenedee  
Dickson, Nancy  
Dixon, Amanda  
Gladu, William  
Griffin, Brittany  
Jasper, Shaun  
Knighton, Keeouka  
Masters, Richmond  
Mitchell, Heather  
Moody, Chan'ce  
Musick, Margaret  
Notestine, Wesley  
Perkins, Anissa  
Porter, Abigail "Abby"  
Poston, McKenzie  
Pratt, Jeremy  
Price, Amber  
Pring, Michael  
Sawyers, Ashton  
Schuerlein, Wendy  
Smith, LaDonna  
Sumlin, Alicia  
Tift, Mary Beth  
Turner, Kimberly  
Weissinger, Jeffrey

### **Guests:**

Alini, Evan  
Andrews, Stacey  
Bates, Heidi  
Blakely, James  
Bonner, Stacey –  
Guest Speaker  
Cesarone, Amy  
Crawford, Tony  
Cummings, Eric  
Echols, Joanna  
Futrell, Kristie  
Garrett, Kaitlyn  
Harding, Amanda  
Hyer, Nick  
Jones, Kara  
Jones, Pam – Guest  
Speaker  
Legeman, Charlie –  
Guest Speaker  
Moon, Colin  
Moore, Teea  
Morris, Morgan  
Naifeh, Jake  
Parker, Patricia  
Porter, Beth  
Puckett, Mike  
Raiszadeh, Sara  
Reeves, Kellea  
Richter, Andy  
Salamone, Martin  
Schettler, Carolyn  
Silvers, Amy – Guest  
Speaker  
Smithson, Carmen  
Stone, Kristin Marie  
Wilhelm, Anita

## WELCOME

*Sara Putnam, President, called the Meeting to order at 8:32 am*

### Review of the Agenda

- USAC Business and Announcements
- Health, Wellbeing and Belonging team:
  - Pam Jones, Associate Vice Chancellor for Health, Wellbeing and Belonging
  - Stacey Bonner, Director, Health and Wellness Programs
  - Amy Silvers, Public Health Program Manager

### **USAC Business**

#### **Minutes**

- June Minutes – approved.

#### **Announcements**

- New Monthly Meeting Time – to be announced
- Name Changes – please let Membership Committee know
- Committee Assignments – to be announced
- July Breakout Rooms Feedback
  - Positives:
    - Critical Support Fund
    - Newsletter
    - Strong sense of community within USAC
    - Guest Speakers and learning about what is happening around campus
    - Atmosphere for wanting to influence change
    - Lots of initiatives and policies passed
    - People are interested in being involved: USAC has a good reputation
  - Areas for Improvement
    - Be more transparent about the budget
      - FY'25 budget: \$10,000
    - More communication between meetings/use Teams more
    - Engagement with constituents
    - Better visibility/make everyone aware of the anonymous feedback form
    - An easy way to disseminate information back to our colleagues
    - Many staff do not know the general purpose of goals of the Council
    - Could the Communications Committee make standard introduction slides so reps can introduce themselves in their departments/units? Ideally every division/department could have a brief USAC introduction once a year.
- 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.

## **Committee Reports:**

### Communications Committee:

- Co-Chairs:
  - Faith Bishop
- Looking for Communication Champions:
  - Commit to sending out 2 – 4 emails to your group throughout the year.
  - Ideally 2 Communication Champions per group.
  - Communication Champions will be provided with:
    - Template of text to send
    - Instructions on how to send to the listserv
    - List of best practices
- Microsoft Teams Update:
  - As you receive your committee assignments, you will be added to the appropriate committee on Microsoft Teams.
  - Remember – you can share information through the General Teams channel to reach all USAC members.
- Remember to share your department's information to USAC's social media – Instagram, Twitter/X.
- Next Meeting: TBD

### EDI Committee:

- Co-Chairs:
  - Cassanora Lampley
- Ongoing Projects
- Days of Significance Accommodation
  - Project has been prioritized
  - Currently drafting proposal (due 8/15)
  - EDI Committee Review (8/260)
  - Executive Committee Review 8/28)
- EDI Training Initiative
  - Project on pause to Prioritize Days of Significance
- Next Meeting: TBD

### Events Committee:

- Co-Chairs:
  - Sara Carroll and Alicia Williams-Sumlin
- Events
  - TBD
- Next meeting: TBD

### Membership Committee:

- Co-Chairs:
  - Jennifer Allen Woody
- Birthdays - August:
  - Amber Price, Valerie Brust, Stephanie Clapper, Raven Osa-Oni, Sydney Bagley, Cassidy Slabaugh, Machalia Burroughs, La Tisha Moore, Nancy Dickson, Michael Fazi
- Meet a Member:
  - Jenny Abrams, *Program Coordinator, Office of Communications at Peabody College*
- Next Meeting: TBD

### Rules and Administration:

- Co-Chairs:
  - Sean Butner and Amy Smith
- No Report
- Next meeting: TBD

### Staff Life

- Co-Chairs:
  - Jeremy Bourgoin, Beth Rivas
- Ongoing Initiatives:
  - Mega Proposal on staff life cycle issues is currently under review with USAC leadership
- Next Meeting: TBD

### Keynote Speakers

- **Chance Ryon** – Operations Services and Solutions Manager, Division of People, Culture and Belonging
  - Nominations are open for the Fall Staff Awards. Save the date for the Fall Staff Assembly – November 14.
- **Charlie Legeman** – RevelXP – Vanderbilt Football Tailgate partner
  - Full-service tailgating:
    - Assist with coordinating and fulfilling all event logistics
    - Coordinate set up and breakdown of your premium tailgate
    - Help load-in your tailgate and clean up afterwards
    - Can order all food & beverage services – You show up and its ready to be served.
  - Locations:
    - Natchez Trace
    - Natchez Trace Field
  - Standard Full-Service Options:
    - Club – up to 40 guests
    - All-American – Up to 30 guests
    - Letterman – up to 20 guests
    - Varsity – up to 10 guests
    - Upgrades and additions– catering, TV & Service, chair bundle, tables, coolers
  - Campus Partners:
    - Vanderbilt Law School, Owen Graduate School of Management, Vanderbilt School of Nursing, Vanderbilt Cross County/Track & Field, Vanderbilt Bowling, Vanderbilt Swimming, Vanderbilt Volleyball, Vanderbilt Golf, DAR, ROTC, Vanderbilt Spirit
  - Contact Charlie Legeman if there are questions – 615-574-0819; [charlie.legeman@revelxp.com](mailto:charlie.legeman@revelxp.com)
- Health, Wellbeing and Belonging Center of Expertise
  - **Pam Jones**, Associate Vice Chancellor for Health, Wellbeing, and Belonging,
  - **Stacey Bonner**, Director of Health, Wellbeing, and Belonging Programs and
  - **Amy Silvers**, Public Health and Wellbeing Champion Program Manager

- Changes in Benefits – Empyrean – starting July 1
- Changes being made to benefits administration beginning July 1.
  - Those updates include a new benefits administrator, a new process for dependent verification, and the migration of flexible spending accounts to Fidelity.

**Next USAC Meetings:**

- Tuesday, September 19, 2024
  - In Person and Via Zoom – 8:30-10 AM
  - Email: [usac@vanderbilt.edu](mailto:usac@vanderbilt.edu)

**ADJOURN**

*Sara Putnam, President, adjourned the Meeting at 9:40 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.***