



Meeting Minutes:

Tuesday, July 9, 2024

Online Zoom Meeting

Present:

Abrams, Jenny
Allen Woody, Jennifer
Arizaga, Emily
Baughman, David
Beach, Reina
Bennah, Noni
Bennett, Jennifer
Bishop, Faith
Boone, Laura
Borgic, Kevin
Bourgoin, Jeremy
Briggs, Piersen
Broadrick, Troy
Brown, Tonya
Bumpas, Elizabeth
Bush, Marita
Bush, Haley
Butner, Sean
Calise, Sarah
Carro, Elena
Castellon, Bianca
Chapman, Megan
Clapper, Stephanie

Collings, Angela
Connolley, Carter
Conwell, Patrick
Coradazzi, Danny
Cornwell, Cassandra
Cruise, Portlyn
Crutchfield, Savannah
Fogg, Christine
Fontmo, Tiffeni
Garnder, Leigh Ann
Gilmore, Alana
Haymer, Alicia
Higgins, Ed
Hollifield, Michael
Howard, Tom
Humbert, Maddie
Karns, Allen
Kelly, John
Krasnove, Melissa
Lampley, Cassanora
Lorusso, Valerie
Maddox, Lynn
Manlove, Sharon

Manning, Katherine
Moody, Chan'ce
Notestine, Wesley
Osa-Oni, Raven
Pendowski, Shelby
Penn, Sydney
Perkins, Anissa
Perry, Caitlyn
Porter, Abby
Pratt, Jeremy
Putnam, Sara
Rice, Marquita
Ryon, Chance
Sawyers, Ashton
Slabaugh, Cassidy
Smith, Amy
Tift, Mary Beth
Wang, Joanne
Whitwell, Corbin
Wilson, Maisie
Yarnall, Christopher

Not Present:

Albright, Dallas
Bagley, Sydney
Bahrt, Emily
Best, Douglas
Brust, Valerie
Burroughs, Machalia
Cole, Victoria
Cummings, Kenedee
Dickson, Nancy
Dixon, Amanda
Gill, Kayce
Gladu, William
Griffin, Brittany
Grimes, Sydney
Herndon, Roger
Hooper, Kevin
Jasper, Shaun
Knighton, Keeouka
Kole, Brenda
Kurilko, Rachel
Masters, Richmond
Mitchell, Heather
Moore, La Tisha
Musick, Margaret
Poston, McKenzie
Poteete, Sarah

Price, Amber
Pring, Michael
Sasse, Ryan
Schuerlein, Wendy
Smith, LaDonna
Sumlin, Alicia
Taylor, Susan
Turner, Kimberly
Weissinger, Jeffrey

Guests:

Alini, Evan
Andrews, Stacey
Bates, Heidi
Blakely, James
Bonner, Stacey
Carroll, Sara
Cesarone, Amy
Cole, Victoria
Crawford, Tony
Cummings, Eric
Dawson, Renee
Echols, Joanna
Fazi, Michael
Futrell, Kristie
Garrett, Kaitlyn

Harding, Amanda
Hyer, Nick
Jones, Kara
Jones, Pam
Jordan, Chad
Legeman, Charlie
Lorusso, Valerie
Moon, Colin
Moore, Teea
Morris, Morgan
Naifeh, Jake
Parker, Patricia
Porter, Beth
Puckett, Mike
Raiszadeh, Sara
Reeves, Kellea
Richter, Andy
Rivas, Beth
Salamone, Martin
Schettler, Carolyn
Sillers, Amy
Smithson, Carmen
Stone, Kristin
Marie
Wilhelm, Anita

WELCOME

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

Review of the Agenda

- Representative “Orientation”
- USAC Business
- Breakout Room Activity

USAC Business

Announcements

- Welcome to July Meeting!

All about USAC

- What is USAC?
- Formal:
 - The University Staff Advisory Council (USAC) represents all staff members in Vanderbilt University (non-union) positions. We are an advisory group to the university, housed on issues that affect staff served by the council and the Vanderbilt community. We work across the university’s administration and staff communities to resolve problems, develop policy proposals, advance best practices, promote well-being, and foster connections.
- Informal:
 - We are the voice of the staff.
- Vision:
 - Through communication, consultation, and service, the Council will promote a strong partnership among the staff, faculty, students, and administration of Vanderbilt University.
- Who is USAC:
 - Executive Committee
 - Officers – Sara Putnam - President; Jennifer Bennett - Vice President/President Elect; Danny Coradazzi - Treasurer, Lynn Maddox – Secretary
 - Committee Chairs – Communications – Faith Bishop, EDI – Cassanora Lampley and Raven Osa-Oni; Events – Sara Carroll and Alicia Williams-Sumlin; Rules and Administration – Sean Butner and Amy Smith; Staff Life – Beth Rivas and Jeremy Bourgoin
 - Past Presidents – Ex Officio
 - Council
 - 90+ elected individuals representing staff from all areas of the university, exempt and non-exempt, who are not in union-eligible job classifications.
- Representative Orientation
 - Your Role:
 - Attend monthly USAC meetings and disseminate information to your constituents.
 - Vote on USAC resolutions and recommendations based on the desires of your constituents.
 - Serve on and participate in a USAC standing committee of interest:
 - Communication
 - Equity, Diversity, Inclusion

- Events
 - Membership
 - Rules and Administration
 - Staff Life
- Tools to Help You:
 - Colleagues in your group, your committee co-chairs, fellow committee members
 - Representative handbook
 - USAC webpage
 - Bylaws
 - Membership Directory
 - Contact Form – anonymous if so desired
 - Meeting Minutes
 - Past proposals, resolutions, addresses, newsletters
- Vanderbilt University Brand Identity
 - Our Purpose
 - We are a community dedicated to the lifelong realization of our (individuals, teams, institution) potential. Forward Ever.
 - Our Tone
 - Confident, welcoming, civil direct
 - Our Ethos
 - Radical collaboration
 - Always:
 - Confident, Welcoming, Supportive and Challenging, Collaborating Across Borders, Developing the Whole Person, Putting in the Work, Permanent Growth Mindset, Enabling Movement, Respectful and Civil, Self-Directed and Empowered, Direct Feedback, Regular Check Ins, Measuring the Next Generation, Learning and Explaining
 - Never:
 - Arrogant, Excluding, Coddling, Silenced or Territorial, Narrowly Focusing on Skills, Sense of entitlement or Shortcuts, Passive or Resting on Laurels, Blocking Paths, Rigid and Self-Righteous, Blaming or Complaining, Self-Absorbed or Entitled, Unreflective
 - Our Beliefs:
 - Belonging – once you are chosen, you belong.
 - Self-Direction – choose your own path, then go all in.
 - Collaboration – teams challenge and support each other.
 - Growth – we never stop growing and achieving.

President's Updates:

- Illuminate – People, Culture, and Belonging monthly digital magazine
 - If you were on the Rooted in Learning distribution list, you have been added to the distribution list.
- Minutes
 - June Minutes – to be approved next month
- 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 – Associate Director; Office of Postdoctoral Affairs, Graduate & Professional Student Housing and TBD
- What We Do
 - Engage with the larger campus community
 - Look for opportunities for staff involvement on-campus
 - Goals
 - Increase awareness of USAC and ways staff can be involved
 - Provide staff with information about the Vanderbilt community, upcoming events, and changes that impact staff through content on the USAC website and social media.
- Initiatives
 - Social media posts, including text and graphics
 - Staff communication campaigns
 - Website maintenance and updates
 - USAC Microsoft Teams maintenance
- Recent Accomplishments
 - “Did You Know?” Social Media Campaign highlighting resources, services, and benefits that staff may not know about
 - Health and Wellness
 - Transportation/MoveVU
 - Benefits
 - Employee Critical Support Fund payroll deduction communication campaign over Valentine’s Day
 - Communications Campaign for groups that had low nominations during election cycle.
- Remember to share your department’s information to USAC’s Social Media – Instagram, Twitter/X.
- Co-Chair needed; consider serving as the Co-Chair
- Next Meeting: TBD

EDI Committee:

- Co-Chairs:
 - Cassanora Lampley – Associate Director of Employee Experience & EDI Excellence; Career Advancement & Engagement and Raven Osa-Oni – Project Manager; VUIT
- Committee Overview
 - We aim to promote and develop a culture of collaboration and inclusion at Vanderbilt, which supports the success and affirmation of all Vanderbilt professional and support staff.
 - Join the Committee if you –
 - Want everyone in the community to know they belong
 - Want to be an advocate for staff
 - Have experience with crafting proposals
 - Value difference and encourage people to thrive
 - Historic Accomplishments

- Parental Leave Policy
- Martin Luther King, Jr. Day Observance
- Juneteenth Holiday Observance
- Updates
 - Ongoing Projects
 - Days of Significance Accommodation
 - Project has been prioritized.
 - Currently sourcing supplemental data and resources to support findings across institutions.
 - EDI Training Initiative
 - Project on pause to prioritize committee work on days of significance.
 - Next Meeting: July 11; 11 AM; Teams

Events Committee:

- Co-Chairs:
 - Sara Carroll – HCM Specialist; Law School and Alicia Williams-Sumlin – Assistant to the Deputy Chief of Police; Public Safety
- What We Do
 - Plan events to encourage networking and staff engagement
 - Provide opportunities to highlight staff resources and new facilities
 - Build community and connect with staff outside your department
- Please Join Us!
 - Meet once monthly over Teams
 - Brainstorm and research event options
 - Assist with event logistics
- Ideas
 - Networking Events, Coffee Hour, Happy Hour, Ice Cream Social, Tour Campus Facilities, Service Opportunities
- Next meeting: TBD

Membership Committee:

- Co-Chairs:
 - Jennifer Allen Woody – Assistant Director of Stewardship; Development & Alumni Relations (DAR) and TBD
- Overview
 - Responsibilities
 - Facilitate membership elections
 - Onboard new members
 - Maintain membership roster
 - Track monthly meeting attendance
 - Share special member announcements (birthdays, meet-a-member, shout-outs, awards, etc)
 - Please Join Us!
 - Seeking 8-10 committee members and a Co-Chair
 - Skills/Characteristics – self-directed & familiarity with Excel
 - Attendance at @ 4 committee meetings
 - All tasks can be done remotely
 - Opportunity for new ideas

- Membership Survey in Anchor Link
 - Committee – Select top 2
 - Meet A Member
 - Submit suggestions for speaker or topics
 - Email with link to be sent this week
 - Please complete by Friday, July 26th
- Birthdays - July:
 - TBA
- Meet a Member:
 - Sydney Bagley – Assistant Director of Parents and Family Philanthropy, Development and Alumni Relations
- Co-Chair needed; consider serving as the Co-Chair
- Next Meeting: TBD

Rules and Administration:

- Co-Chairs:
 - Sean Butner and Amy Smith
- Responsible for Rules and Administration
- Next meeting: TBD

Staff Life

- Co-Chairs:
 - Jeremy Bourgoin – Director, Student Accountability, Community Standards, & Academic Integrity; Student Affairs and Beth Rivas – Team Lead, Research Administration POD2; Basic Sciences
- Overview
 - Responsible for investigating issues of staff concern through such means as surveying the membership; researching issues of staff concern; prioritizing the issues of staff concern; and recommending for the Council’s consideration, a specific course of action when appropriate.
 - Meet Monthly
 - Pulse check-ins on current issues
 - Ideation for proposal(s)
 - Workshops and working groups
- Why Staff Life?
 - Truly a space for advocacy for your groups
 - Committee work produces tangible change felt across campus
 - Gain insight into university operations and coming initiatives
 - Workshop/retreat in the fall
 - Leadership opportunities to help with proposal research or writing
- Accomplishments
 - Juneteenth – off
 - Professional Development and Staff Engagement Proposal gains traction in HR for employee engagement and learning
 - 8 weeks of parental leave
 - Compensation summary of issue to leadership
 - Staff Life Retreat helps promote creation Vanderbilt Voyage orientation and Genius Bar
 - “Mega Proposal” on staff life cycle issues (ready for vote in FY24)

- Next Meeting: TBD

Break Out Room Activity

- Purpose – Networking and Collaboration
- Introduction – Name, Department, Years at Vanderbilt; New or Returning USAC member or guest
- Scribe Volunteer
- Discuss in relation to work of USAC
 - What is working well?
 - Are there areas/activities we can improve?
 - What are we doing that we should not be doing?
 - What should we be doing that we have not been doing?

Next Meeting:

- Tuesday, August 13, 2024
 - Zoom – 8:30-10 AM
 - Email: usac@vanderbilt.edu

ADJOURN

Sara Putnam, President, adjourned the Meeting at 9:45 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.