



## Meeting Minutes:

**Tuesday, September 19, 2024**

**Online Zoom Meeting**

### Present:

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

Cole, Victoria  
Collings, Angela  
Connolley, Carter  
Cruise, Portlyn  
Crutchfield, Savannah  
Fazi, Michael  
Fogg, Christine  
Fontmo, Tiffeni  
Garnder, Leigh Ann  
Gill, Kayce  
Gladu, William  
Grimes, Sydney  
Haymer, Alicia  
Herndon, Roger  
Higgins, Ed  
Hollifield, Michael  
Hooper, Kevin  
Howard, Tom  
Humbert, Maddie  
Jasper, Shaun  
Jordan, Chad  
Karns, Allen  
Kole, Brenda

Krasnove, Melissa  
Kurilko, Rachel  
Lampley, Cassanora  
Lorusso, Valerie  
Maddox, Lynn  
Manning, Katherine  
Moody, Chan'ce  
Moore, La Tisha  
Notestine, Wesley  
Osa-Oni, Raven  
Perry, Caitlyn  
Porter, Abby  
Poteete, Sarah  
Pratt, Jeremy  
Price, Amber  
Putnam, Sara  
Rice, Marquita  
Rivas, Beth  
Ryon, Chance  
Sasse, Ryan  
Sawyers, Ashton  
Sumlin, Alicia  
Taylor, Susan

Tift, Mary Beth  
Whitwell, Corbin  
Wilson, Maisie  
Yarnall, Christopher

### **Not Present:**

Albright, Dallas  
Bagley, Sydney  
Beach, Reina  
Broadrick, Troy  
Brust, Valerie  
Butner, Sean  
Castellon, Bianca  
Conwell, Patrick  
Coradazzi, Danny  
Cornwell, Cassandra  
Cummings, Kenedee  
Dawson, Renee  
Dickson, Nancy  
Dixon, Amanda  
Gilmore, Alana  
Griffin, Brittany  
Kelly, John  
Knighton, Keeouka  
Manlove, Sharon  
Masters, Richmond  
Mitchell, Heather  
Musick, Margaret  
Pendowski, Shelby  
Penn, Sydney  
Perkins, Anissa  
Poston, McKenzie  
Pring, Michael  
Schuerlein, Wendy  
Stabaugh, Cassidy  
Smith, Amy  
Smith, LaDonna  
Turner, Kimberly  
Wang, Joanne  
Weissinger, Jeffrey

### **Guests:**

Cesarone, Amy  
Richter, Andy  
Schettler, Carolyn  
Cummings, Eric  
Alini, Evan  
Grant, Jackie  
Echols, Joanna  
Garrett, Kaitlyn  
Jones, Kara  
Lloyd, Richard  
Morris, Morgan  
Jones, Pam – Guest  
Speaker  
Raiszadeh, Sara  
Crawford, Tony  
McKeever-Burgett,  
Adam  
Jackson, Andre  
Adams, Aubrey  
McKnight, Breanna  
Ice, Chad  
Cobb, Dee Dee  
Seasholtz, Ian  
Loudon, Jeff  
Schmitt, Joza  
Maggart, Kathryn  
Karpinski, Kenzie  
Ross, Kylie  
Long, Madeline  
Grestalfi, Melissa –  
Guest Speaker  
Liebmand, Paul –  
Guest Speaker  
Stoecklein, Philip  
Glasgow, Scotty  
Jones-Wright, Sydney  
Lawrence Givens,  
Tiffany  
Coppinger, Whitney

## WELCOME

*Sara Putnam, President, called the Meeting to order at 8:33 am*

### **Review of the Agenda**

- USAC Business and Announcements
- Committee Reports
- Guest Speakers
  - Pam Jones, Associate Vice Chancellor for Health, Wellbeing and Belonging
  - Paul Liebman, Chief Compliance Officer, Office of the General Counsel
  - Melissa Gresalfi, Professor, Dean of Residential Colleges and Residential Education and Dean of the Martha Rivers Ingram Commons

### **USAC Business**

#### **Minutes**

- July Minutes – approved.
- August Minutes – approved.

#### **Announcements**

- 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.
  - Payroll Deduction
  - One time gift through DAR
  - Kroger Plus Card
- Flulalapalooza – September 25; 6 AM – 6 PM; Light Hall
- Fall Staff Assembly
  - November 14
  - 2 PM – Resource Fair, 3 PM – Awards Assembly
  - Reception to follow
- USAC Roadshow
  - Power point available for use with your team
- Teams Channel
  - Please watch for updates
  - Regular Channel
  - Watercooler Channel
- Representative Survey – be on the lookout

#### **Committee Reports:**

##### **Communications Committee:**

- Co-Chairs:
  - Faith Bishop and Jenny Abrams
- Welcome new Co-Chair Jenny Abrams
- Looking for Communication Champions – Groups 2, 3, 8, 10, 12, 18, 21:
- Microsoft Teams Update:

- New: Watercooler Channel – build more engagement between USAC members
- Remember – you can share information through the General Teams channel to reach all USAC members.
- Informational Presentation – located in the Teams General File – use to present USAC information to your units.
- Remember to share your department’s information to USAC’s social media – Instagram, Twitter/X.
- Next Meeting: October 4; 9 AM via Teams

EDI Committee:

- Co-Chairs:
  - Cassanora Lampley
- Ongoing Projects
  - Days of Significance Accommodation
    - Soliciting Testimonials – will be anonymous
    - Projected Completion Date – October 2024
  - EDI Training Initiative
    - Project on pause due to Prioritize Days of Significance
- Awareness Month Spotlight and Events
  - Latin American Heritage Month , Hispanic Heritage Month
  - LGBTQ2S+ History Month
  - Asian Pacific Islander Desi American Heritage Month
- Next Meeting: September 26; 9 AM via Teams

Events Committee:

- Co-Chairs:
  - Sara Carroll and Alicia Williams-Sumlin
- Events
  - Ballotpalooza - September 17 – Voter Registration Event on Alumni Lawn – thank you to Notary MJ Bush, Vanderbilt Men’s and Women’s Basketball, Andrew Maraniss, Jacob Nicely, Major Haydee Martinez, Government and Community Relations, Mr. C, VUPD, VUPS, and USAC members for volunteering at the Table and for answering student questions.
- Next meeting: TBD

Membership Committee:

- Co-Chairs:
  - Jennifer Allen Woody and Chan’ce Moody
- Birthdays - September:
  - Jeffrey Weissinger, Sydney Penn, Savannah Crutchfield, Roger Herndon, Sydney Grimes, Tonya Brown
- Meet a Member:
  - Faith Bishop, Associate Director of the Office of Postdoctoral Affairs and Special Project Director for Graduate Education and Postdoctoral Training
- Next Meeting: TBD

Rules and Administration:

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

## Staff Life

- Co-Chairs:
  - Jeremy Bourgoin and Beth Rivas
- Ongoing Initiatives:
  - Mega Proposal Summary
    - Mega Proposal concept from Retreat
    - 9 months of committee work
    - Dare to Grow: Expanding Resources for the Staff Lifecycle
    - 3 months of editing/revising
    - “Mega Summary of Issues”
    - What is the problem, what is the ask
    - Sent to People, Culture, Belonging in late August
    - Early PCB response and future meeting to discuss
  - Onboarding and Acclimation
    - The importance of the first week
    - The importance of ongoing onboarding
    - The importance of public facing information and resources
    - The importance of designated troubleshooters and concierge onboarding
    - The importance of assessment and tracking programs
  - Employee Perks
    - Communication of Employee Perks
    - Comprehensive Platform for Employee Perks
    - Scope of Discount and Benefit Offers
    - Creation of a Commodore Connector Role
  - Staff Retention
    - Research and publicize internal research about staff retention
- Next Meeting: September 25; 3 PM via Teams

## Keynote Speakers

- **Pam Jones**, Associate Vice Chancellor for Health, Wellbeing and Belonging
  - Share Your Experience Benefits at VU
    - VU has partnered with Fidelity to better understand each unique perspective and identify - areas where PCB can improve to create a more equitable benefits experience. Join a confidential group session to share feedback on VU benefits and how they can best meet unique needs. **Virtual session is anonymous and confidential.**
      - Session 1 – Tuesday, October 1, 2024: 11A to 11:45A CST
      - Session 2 – Thursday, October 3, 2024: 1P to 1:45P CST
- **Paul Liebman**, Chief Compliance Officer, Office of the General Counsel, University Compliance Services
  - Mission – be a compliance center of excellence for Vanderbilt by
    - Creating a service-focused compliance program aligned with the university’s strategic vision and objectives
    - Enhancing our culture of integrity, ensuring compliance with laws, and increasing credibility with stakeholders

- University Policy Management – The University Policy Office oversees the development, review, and maintenance of university-wide policies, ensuring consistency, compliance, and alignment with the university’s strategic goals.
- Conflict of Interest and Commitment Management
  - Help – Executive Administrator, Faculty, and Staff
  - Manage – conflicts of interest and conflicts of commitment
  - Protect – Nonprofit Status, Accreditation, Research Funding, and Reputation
- Clery Act – is named for Jeanne Clery who was raped and murdered while a student at Lehigh University. It requires information regarding crime incidents, resources for victims of crimes, crime statistics, and the safety and security policies of VU to be disclosed to current and prospective students, faculty, and staff.
- Youth Protection – the protection of minor’s culture of safety starts with compliance, best practices and reporting concerns when engaging with youth in any VU operation.
- Compliance Hotline – was established to provide individuals with an avenue to ask questions; make good faith reports of suspected illegal or unethical conduct; and voice ethical, integrity, safety, security, and compliance concerns – anonymously – if desired.
  
- **Melissa Gresalfi**, Professor, Dean of Residential Colleges and Residential Education and Dean of the Martha Rivers Ingram Commons
  - Where does learning happen?
    - Residential Colleges - Classrooms, Student Organizations, Athletics, Friendships
    - Faculty Engagement – dinners, gatherings, study breaks, council meetings, team meetings, faculty salons, field trips, faculty head meetings
    - Community Building – programming and events – Commons Ball, Class Celebration, College Cup, Commons Cup, Explore Nashville, Sophomore Smash and Scream, Food for Thought with Dean Gresalfi, Lawson and Murray Lectures, Holidays, Heritage Month Celebrations, Feast Fest, Transfer Senior Banquet, Welcome Back Parties, Senior Send-Offs, Transfer Appreciation Week, Sophomore Salutations, Sophomore ReCharge,
    - Connection to Campus Resources -meeting students where they are – pop-up programming, on-site office hours, workshops, lectures with thought leaders, collaboration with campus partners – the Wondr’y, Women’s Center, Career Center, Writing Studio, Bishop Johnson Black Cultural Center,
  - Orientation Programming
  - Vanderbilt Visions

**Next USAC Meetings:**

- Thursday, October 17, 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 10:04 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.***