

## Meeting Minutes

Thursday, June 12, 2025

In Person and Online Zoom Meeting – Alumni Hall

### WELCOME

*Sara Putnam, President, called the Meeting to order at 8:34 am*

### Review of the Agenda

- Project Polaris – Tonya Brown
- USAC Business and Awards
  - Bylaws Revision, Second Read and Vote
  - Committee Reports
  - USAC Awards

### **Project Polaris – Job Architecture - Tonya Brown; People, Culture, and Belonging**

- 48-month and beyond roadmap towards effectively embodying our beliefs and fueling our mission
  - People, Culture, and Belonging – Big Five
    1. Job Architecture – how we organize roles and career paths, ensuring staff know where they stand and how they can grow.
    2. Futures Learning Hub – where we all come to learn new skills and share knowledge, vital for both personal, professional, and leadership development.
    3. Talent Marketplace – displays the unique skills and potential of our staff, allowing managers to find the perfect match for their needs.
    4. Performance Management – helps us gather and use feedback to help everyone improve and succeed.
    5. Staff Ventures – testing ground, where innovative ideas are nurtured and developed into real-world projects.
  - Skills-Based Job Architecture and Clear Growth Pathway
    - Current State – scattered and inconsistent, creating feelings of unfairness and lowering employee engagement.
    - Future State – clear and equitable roadmap, empowering employees with transparent paths for growth and development
    - Job Architecture –
      - (established skills) + Futures Learning (skill development) + Performance Management (skills review and refinement) + Talent Marketplace (skills-based mobility)
      - Job Architecture –
        - Families and Sub Families – jobs that relate to each other and provide career paths
        - Job Level – designates the stage of the career journey at VU
        - Growth Streams - designates the career growth type

- Growth Levels – designates the stage of the career growth stream
  - Jobs – specific role within the growth stream and growth level
  - Skills – what is needed to be perform the job
- Launch Timeline
  - Soft Launch
    - June 2-8 – People Leader Training
    - June 16-20 – People Leader Review
    - June 23-27 – Staff Training
    - June 30-July 4 – Staff Notification
    - Departments -
      - Athletics
      - Arts, Libraries, and Global Engagement
      - Facilities
      - Investments
      - People, Culture, and Belonging
      - Student Affairs
      - Owen School of Management
      - Office of the Chancellor
      - Office of the Provost
  - Full Launch
    - July 7-18 – People Leader Training
    - July 7-18 – People Leader Review
    - July 28-Aug 8 – Staff Training
    - Aug 4-15 – Staff Notification

## **USAC Business**

### **Minutes:**

- February, March, April, May 2025 – To Be Approved in July

### **Officers Elected:**

- Vice President/President Elect – Jeremy Bourgoïn
- Treasurer – Danny Coradazzi
- Secretary – Lynn Maddox

### **Bylaw Revisions – Second Read:**

#### Modern Language

- University Central made sense before the VU/VUMC separation. Vanderbilt it unambiguous now.
- Legalese is unnecessary, adds confusion, and is disfavored by legal writers.

#### Harmony with brand guidelines

- Belonging, Self Direction, Collaboration, Growth
- Focused on staff’s seat at the table

Clarity on trouble spots

- Vacancies, At Large, Reapportionment
- Pre-translated

Consistent Terms

- Representatives not Members, USAC not Council, Reapportionment not Composition

**Vote – Voice Vote - Approved**

- Motion made by Faith Bishop and seconded by Kevin Borgic

**Committee Reports**

Communications Committee:

- Co-Chairs:
  - Faith Bishop and Jenny Abrams
- Thank you to Committee Members – Emily Bahrt, David Baughman, Angela Collins, Savannah Crutchfield, Roger Herndon, Allen Karns, Sydney Klingenberg, Shaun Jasper, Jeremy Pratt, Amber Price, Joanne Wang
- Teams Channel:
  - 2025-26 USAC Members will be added to the USAC Team before the July meeting.
  - 2024-25 USAC Members rolling off - will be removed.
  - Additional Teams information and USAC Member resources will be available at the July Meeting.
  - Reminder – you can share information through the General Teams channel to reach all USAC members.
- Don't forget to submit any campus events which staff would benefit from by using the Social Media request form on the USAC website.
  - USAC socials are @VanderbiltUSAC on both Instagram and X.
- Next Meeting: TBD via Teams

Culture Initiatives Committee:

- Co-Chairs:
  - Cassanora Lampley and Raven Osa-Oni
- Thank you to Committee Members
- Ongoing Projects
  - Days of Significance Accommodation
    - Submitted to PCB Leadership
  - Training Initiative
    - Currently on pause
- Awareness Month Spotlight and Events
  - Mental Health Awareness Month
  - Pride Month
  - Juneteenth
- Next Meeting: June 26; 9 AM via Teams

### Events Committee:

- Co-Chairs:
  - Sara Carroll and Alicia Williams-Sumlin
- Thank you to Committee Members
- Next meeting: TBD via Teams

### Membership Committee:

- Co-Chairs:
  - Jennifer Allen Woody and Chan'ce Moody
- Birthdays - June:
  - Bianca Castellon, Portlyn Cruise, Kevin Hooper, Allen Karns, Melissa Kransnove, Chanc'e Moody, Shelby Pendowski, Maisie Wilson
- Meet A Member:
  - Christopher Yarnall
  - Administrative Manager, Furman Hall, College of Arts and Science
- Thank You to Committee Members
- Next Meeting: TBD via Teams

### Rules and Administration:

- Co-Chairs:
  - Sean Butner and Amy Smith
- Next meeting: TBD

### Staff Life:

- Co-Chairs:
  - Jeremy Bourgoin and Beth Rivas
- Looking Ahead:
  - Seeking Co-Chair
  - Staff Life Summary of Issues Now Posted
  - Tuition Benefit Expansion for Non-degree/Certification (Details still coming)
  - Continuing to manage the Comment Corner Form and have effective conversations or information relay and gathering responses from campus partners.
    - Nearly 60 comments submitted FY24-25
    - Wins:
      - Proactive meeting with Dining
      - Proactive meeting with Parking
      - Individual problem solving and escalation
      - Pointing folks in the right direction
      - Highlighting concerns to leadership
      - Requesting updates to outdated information
- Next Meeting: TBD via Teams

### **USAC AWARDS**

Thank you to FY24-25 Officers:

- Vice President/President Elect – Jennifer Bennett
- Treasurer – Danny Coradazzi

- Secretary – Lynn Maddox

Committee of the Year:

**Events**, Sara Carroll and Alicia Williams-Sumlin, Chairs

Committee Member of the Year:

**Jennifer Woody**, Membership Committee Co-Chair

Karen Dolan Spirit Award:

**Cassanora Lampley**

Passing the Gavel:

**President Sara Putnam to President-Elect Jennifer Bennett**

**Next USAC Meeting:**

- Thursday, July 17, 2025
  - 8:30 -10 AM
  - Via Teams
  - Email to attend: [usac@vanderbilt.edu](mailto:usac@vanderbilt.edu)

**ADJOURN**

***Jennifer Bennett, President, adjourned the Meeting at 9:29 am.***