

**Meeting Minutes**  
**Thursday, April 17, 2025**  
**Online Zoom Meeting**

**WELCOME**

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

**GUEST SPEAKER**

Chancellor Daniel Diermeier gave remarks, not recorded.

**Review of the Agenda**

- USAC Business and Announcements
  - President's Updates
  - Days of Significance Proposal
  - Committee Reports

**USAC Business**

**Minutes:**

- February and March 2025 – to be approved in May

**President's Updates:**

**Days of Significance Accommodation Proposal – Second Reading:**

- This proposal aims to address concerns from staff members whose beliefs, traditions, or backgrounds do not align with the university's current calendar of observed holidays and time off.
  - Current Policy Overview
    - Current calendar offers limited representation
    - Staff not represented by calendar forgo celebrating/commemorating or must use PTO
    - Creates an imbalance across access/utilization of employee benefits
    - Limited support or information for those seeking accommodation
    - Negatively impacts feelings of belonging
  - Proposed Solution/Proposal Overview
    - Implementation of 3 days of significance to be used at the discretion of employees
    - Adopting this resolution would underscore the university's commitment to belonging and create a deeper sense of connection and community for staff
    - Proposal supported by staff – letters of support from ERGs
  - Proposal Feedback
    - Gregorian calendar reference
    - Include analysis of Paid Leave for other organizations
    - Address belief of unused PTO
    - Emphasize supporting future efforts of manager level training
    - Include rationale for allotment schedule
  - Vote
    - Motion made by Amy Smith, seconded by Raven Osa-Oni
    - Result - 70 in favor, 0 opposed

- Next Steps
  - USAC President will submit the proposal with to VU Administration
- Acknowledgement of Committees
  - Thank you to the Culture Initiatives Committee

#### Awards:

- Karen Dolan Spirit Award
- Committee Member of the Year
- Committee of the Year

#### USAC Officer Position Election:

- Secretary – Lynn Maddox gave a brief description of the duties of Secretary
- Treasurer – Danny Coradazzi gave a brief description of the duties of Treasurer
- Vice President/President Elect – Jennifer Bennett gave a brief description of the duties of VP/President Elect
- Please let Sara know if you are interested in running for one of these positions.

### **Committee Reports**

#### Communications Committee:

- Co-Chairs:
  - Faith Bishop and Jenny Abrams
- Thank You to Communications Champions:
  - Kevin Borgic, Caitlyn Perry, Jeremy Pratt, Jennifer Woody, MJ Bush, Faith Bishop, Emily Bahrt, Sara Carroll, Lynn Maddox, Jenny Abrams
- Campus Events and Opportunities:
  - ...no footprints, even.
    - The Vanderbilt University Museum of Art is presenting ...no footprints, even., a solo exhibition of sixty-five multimedia artworks by Montréal, Québec-based artist Jessica Houston. The exhibition runs through May 11, 2025.
- Listserv best practices with the goal of helping USAC elected members communicate with their groups and work units:
  - Send invites to staff events
  - Provide more visibility of USAC – What does USAC do? Who are our representatives? How to share questions and concerns?
  - Forward the newsletter – add a personal touch
  - Share USAC Initiatives
  - Invite all to join the next USAC meeting
  - Organize a Meet & Greet with all elected representatives from Division
- Don't forget to submit any campus events that 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: May 2; 9 AM via Teams

#### Culture Initiatives Committee:

- Co-Chairs:
  - Cassanora Lampley and Raven Osa-Oni

- Ongoing Projects
  - Days of Significance Accommodation
    - Submission to Administration – End of April
  - Training Initiative
    - Project on pause due to Prioritize Days of Significance
- Awareness Month Spotlight and Events
  - Arab American Heritage Month
  - Autism Awareness Month
  - Sexual Assault Awareness
- Next Meeting: April 24; 9 AM via Teams

#### Events Committee:

- Co-Chairs:
  - Sara Carroll and Alicia Williams-Sumlin
- Thank you to everyone who sponsored and attended the
  - March 26 – LifeFlight Tour
  - April 2 – Public Safety Tour
- Look for information regarding an end of school year/after graduation celebration event
- Next meeting: May 7; 9 AM via Teams

#### Membership Committee:

- Co-Chairs:
  - Jennifer Allen Woody and Chan'ce Moody
- Birthdays - April:
  - Emily Bahrt, Jennifer Bennett, Jeremy Bourgoin, Megan Chapman, Kenedee Cummings, Caitlyn Perry, Michael Pring, Ashton Sawyers, Amy Smith, Joanne Wang
- Meet A Member - April:
  - Eleana Carro – Administration Manager, Office of Health Sciences Education
- 2025 Election Timeline
  - Nomination Period – March 25 – April 4, 2025
  - Confirmation Period – April 9 – April 18, 2025
  - Election – April 28 – May 9, 2025
  - Run-off Election – May 19 – May 23, 2025
- Next Meeting: May 14; 9:30 AM via Teams

#### Rules and Administration:

- Co-Chairs:
  - Sean Butner and Amy Smith
- Working on Bylaws revisions.
- Next meeting: TBD

#### Staff Life:

- Co-Chairs:
  - Jeremy Bourgoin and Beth Rivas
- Looking Ahead:
  - Feedback about 2020 Professional Development proposal for Leadership –
    - A request for shuttle service for staff – vehicles are electric and have to charge during the day in order to run during the evening hours.
  - Continuing to manage the Comment Form and have effective conversations or information relay and gathering responses from campus partners.
- Next Meeting: April 23; 3 PM via Teams

**Guests:**

- Scotty Glasgow: Facilities University
  - An overview of Facilities University was provided. It is a series of six engaging classes designed to educate the Vanderbilt community on how the Facilities Department supports the university's mission. For start dates and to enroll, visit the [Facilities University website](#).
- Sheri Shaneyfelt: Master of Liberal Arts and Sciences Program
  - Detailed information on the popular Master of Liberal Arts and Science program, designed for working professionals, was presented. Many Vanderbilt employees are current or past students, and everyone is encouraged to pursue the degree and utilize the tuition benefit. <https://as.vanderbilt.edu/mlas/>.

**Next USAC Meeting:**

- Thursday, May 15, 2025
  - Via Zoom – 8:30-10 AM
  - Email: [usac@vanderbilt.edu](mailto:usac@vanderbilt.edu)
- Thursday, June 12, 2025
  - Alumni Hall, Room #202
  - Via Zoom – 8:30-10 AM
  - Email: [usac@vanderbilt.edu](mailto:usac@vanderbilt.edu)

**ADJOURN**

***Sara Putnam, President, adjourned the Meeting at 9:25 am.***