



## Meeting Minutes:

**Thursday, December 19, 2024**  
**Online Zoom Meeting**

### Present:

Allen Woody, Jennifer  
Arizaga, Emily  
Bahrt, Emily  
Bennah, Noni  
Bennett, Jennifer  
Boone, Laura  
Borgic, Kevin  
Bourgoin, Jeremy  
Briggs, Piersen  
Broadrick, Troy  
Brown, Tonya  
Brust, Valerie  
Burroughs, Machalia  
Bush, Marita  
Butner, Sean  
Carro, Elena  
Carroll, Sara  
Chapman, Megan  
Clapper, Stephanie

Cole, Victoria  
Connolley, Carter  
Cruise, Portlyn  
Dixon, Amanda  
Garnder, Leigh Ann  
Gill, Kayce  
Haymer, Alicia  
Higgins, Ed  
Hollifield, Michael  
Hooper, Kevin  
Jordan, Chad  
Kelly, John  
Krasnove, Melissa  
Lampley, Cassanora  
Lorusso, Valerie  
Maddox, Lynn  
Manning, Katherine  
Norman, Yolanda  
Notestine, Wesley

Osa-Oni, Raven  
Pendowski, Shelby  
Penn, Sydney  
Perry, Caitlyn  
Poteete, Sarah  
Pratt, Jeremy  
Price, Amber  
Putnam, Sara  
Rivas, Beth  
Sasse, Ryan  
Schuerlein, Wendy  
Slabaugh, Cassidy  
Sumlin, Alicia  
Taylor, Susan  
Wang, Joanne  
Whitwell, Corbin  
Wilson, Maisie  
Yarnall, Christopher

## **Absent:**

Abrams, Jenny  
Albright, Dallas  
Bagley, Sydney  
Baughman, David  
Beach, Reina  
Best, Douglas  
Bishop, Faith  
Bumpas, Elizabeth  
Bush, Haley  
Calise, Sarah  
Castellon, Bianca  
Collins, Angela  
Conwell, Patrick  
Coradazzi, Danny  
Cornwell, Cassandra  
Crutchfield,  
Savannah

Cummings, Kenedee  
Dawson, Renee  
Dickson, Nancy  
Fazi, Michael  
Fogg, Christine  
Fontmo, Tiffeni  
Gladu, William  
Griffin, Brittany  
Grimes, Sydney  
Herndon, Roger  
Howard, Tom  
Humbert, Maddie  
Jasper, Shaun  
Karns, Allen  
Knighton, Keeouka  
Kole, Brenda  
Kurilko, Rachel

Masters, Richmond  
Mitchell, Heather  
Moody, Chan'ce  
Moore, La Tisha  
Musick, Margaret  
Perkins, Anissa  
Porter, Abby  
Poston, McKenzie  
Pring, Michael  
Rice, Marquita  
Ryon, Chance  
Sawyers, Ashton  
Smith, Amy  
Smith, LaDonna  
Tift, Mary Beth  
Turner, Kimberly  
Weissinger, Jeffrey

## **Guests:**

Abernathy, Mia  
Adams, Laura  
Alini, Evan  
Barker, Emily  
Cobb, Dee Dee  
Crawford, Tony  
Culver, Tiffany  
Francis, Lydell  
Garrett, Kaitlyn  
Glasgow, Scotty

Jones, Kara  
Jones, Pam  
Lawrence Givens, Tiffany  
Liebmand, Paul  
Luther, Marianne  
Maggart, Kathryn  
McKeever-Burgett, Adam  
McNamee, Mary  
Morris, Morgan  
Puckett, Mike

Reeves, Kellea  
Richter, Andy  
Ross, Kylie  
Schettler, Carolyn  
Seasholtz, Ian  
Stoecklein, Philip  
Viviano, Kim  
Zwirko, Gwendolyn

## WELCOME

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

### **Review of the Agenda December 20, 2025**

- USAC Business and Announcements
- Committee Reports
- Guest Speaker
  - Lydell Francis, Staff-Letics

### **USAC Business**

#### **Minutes**

- No Minutes presented.

#### **President's Update:**

- 28 Anonymous Comments received since July 1, 2024
  - Fully Anonymous Contact Form
  - Anonymous Forms shared with USAC President, President-Elect and Staff Chairs and then with PCB Leadership.
  - Beginning in January - Staff Life Committee will also begin reviewing comments.
- 3 themes –
  1. Parking – VC Savion recommend a meeting with the Parking and Mobility Office. Will happen in January
  2. Election Results – recommendation to sign up for the Office of Federal Relations monthly newsletter - [Sign up](#)
  3. Principled Neutrality – Talking Points for staff being developed.
- Reminder to Guests – please email – [USAC@vanderbilt.edu](mailto:USAC@vanderbilt.edu) to be added to the permanent invitation list for the monthly USAC Meetings.

### **Committee Reports**

#### **Communications Committee:**

- Co-Chairs:
  - Faith Bishop and Jenny Abrams
- Remember to share your department's information to USAC's social media – Instagram, Twitter/X.
- Next Meeting: January 10; 9 AM via Teams

#### **EDI Committee:**

- Co-Chairs:
  - Cassanora Lampley and Raven Osa-Oni
- Ongoing Projects
  - Days of Significance Accommodation
    - Finalizing
- Awareness Month Spotlight and Events
  - Happy Kwanzaa, Happy Winter Solstice, Happy Hanukkah, Merry Christmas

- Next Meeting: January 30; 9 AM via Teams

#### Events Committee:

- Co-Chairs:
  - Sara Carroll and Alicia Williams-Sumlin
- Upcoming Events
  - Today's Partnership Event with A Room in the Inn.
  - Save the Date! Campus Archives Lunch and Learn – Wednesday, February 5, 2025
- Next meeting: TBA

#### Membership Committee:

- Co-Chairs:
  - Chan'ce Moody and Jennifer Allen Woody
- Birthdays - December:
  - Elizabeth Bumpus, Amanda Dixon, Christine Fogg, William Gladu, Rachel Kurilko, Katherine Manning, Jeremy Pratt
- Meet a Member:
  - Shelby Pendowski, Senior Communications Strategist, Business and Operations, Facilities Department
- Next Meeting: TBA

#### Rules and Administration:

- Co-Chairs:
  - Sean Butner and Amy Smith
- No Updates.
- Next meeting: TBA

#### Staff Life

- Co-Chairs:
  - Jeremy Bourgoin and Beth Rivas
- Ongoing Initiatives:
  - Ideating and prioritizing ideas for feasibility and impact - looking ahead to a possible proposal about staff bereavement policy
  - Meeting with Transportation & Mobility and Facilities teams in January
  - Reviewing the 2020 Professional Development Proposal
  - Beginning in January – committee will be reviewing the comments for responses and activities.
- Next Meeting: January 22; 3 PM via Teams

#### **Keynote Speakers**

- Pam Jones, Associate Vice Chancellor for Health, Wellbeing, and Belonging
- Lydell Francis, Program Manager for Belonging and Community Engagement/Health, Wellbeing, and Belonging
- **Pam Jones**, Associate Vice Chancellor for Health, Wellbeing, and Belonging
  - Important to reflect on where we are and what we do
  - Remember the Moments that Matter

- Thank you to each and everyone for your work on USAC, for making a difference, and for making others at the University feel valued.
- Especially grateful to Lydell for helping build our community.
- **Lydell Francis**, Program Manager for Belonging and Community Engagement/Health, Wellbeing, and Belonging
  - Community and Connections
    - VU Employee Affinity Groups
    - Employee-led and facilitate formed around interests, backgrounds, identities, and common bonds:
    - Disability, Veterans, LGBTQIZ, Religion, Ethnicity, Race, Age, Professional Develop, Family Structure, Common Interests
  - Staff-Letics
    - More than just sports
    - Invest in your health
    - Personal fitness goals
    - Stress relief
  - Connect with colleagues
    - Build relationships
    - Team activities
    - Join a supportive community
    - Celebrate belonging
    - Fun and engaging environment
  - Options
    - Kickball – May and June
    - Cornhole
    - Basketball – 3x3 – January and February; July and August
    - Vandy Trivia and Game Night – February – Jasper’s Lounge and Game Room – Wednesdays
  - Volunteers Needed
    - League Assistance
    - Scorekeeping
    - Assisting with trivia questions
    - Operations for trivia and game night

### **Networking Opportunity**

- On Zoom – breakout rooms
  - Introductions
  - What are your plans for the break?
  - Favorite holiday traditions?
  - New Year’s Resolutions?
  - Any issues or concerns for USAC?
- In Person
  - Same questions at tables

- Card making activity with the Events Committee for A Room in the Inn

**Next USAC Meeting:**

- Thursday, January 16, 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 9:49 am.*