

Meeting Minutes
Thursday, March 20, 2025
Online Zoom Meeting

WELCOME

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

Review of the Agenda

- USAC Business and Announcements
 - President's Updates
 - Days of Significance Proposal
 - Committee Reports
- Guests
 - Scotty Glasgow: Facilities University
 - Sheri Shaneyfelt: Master of Liberal Arts and Sciences Program

USAC Business

Minutes:

- October 2024, November 2024, December 2024, January 2025 – Approved

President's Updates:

- Employee Critical Support Fund and Giving Day Activities
 - Giving Day is Thursday, April 10th
 - This year's Giving Day will be part of a week-long celebration with opportunities to engage, volunteer, and connect with the Vanderbilt community:
 - Tuesday's I Bleed Black and Gold Blood Drive
 - Wednesday's Faculty/Staff Appreciation Coffee Cart at Rand - enjoy a specialty drink, a chance to win a VU-engraved YETI Rambler, and make your gift early to support the areas that matter most to you, such as the Employee Critical Support Fund
 - Thursday's Giving Day festivities on Alumni Lawn
 - For updates and ways to get involved, visit the Giving Day website!
- Representative Meeting Attendance
 - Reminder - USAC representative responsibilities include:
 - Attending USAC monthly meetings (third Thursday of the month from 8:30 - 10 a.m.) and disseminating information to your constituents.
 - Voting on USAC resolutions and recommendations based on the desires of your constituents.
 - Serving on a USAC standing committee of your interest (Staff Life; Events Coordination; Culture Initiatives; Communication; Rules and Administration; or Membership)
- Upcoming Dates

- May 15 - Spring Staff Awards Assembly
- June 12 - June USAC Meeting; 8:30 AM – in person (Alumni Hall) and on zoom
- Elections:
 - Representatives in Odd Groups
 - USAC Officers (May Meeting)
 - Vice President/President Elect
 - Secretary
 - Treasurer
- Awards:
 - Karen Dolan Spirit Award
 - Committee Member of the Year
 - Committee of the Year

Days of Significance Accommodation Proposal:

- 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.
 - Acknowledgement of Committees
 - Thank you to Culture Initiatives Committee and the 2023-2024 Diversity, Equity, and Inclusion Committee,
 - 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 an 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
 - Next Steps
 - Second Readout at next USAC Meeting and USAC Body to vote
 - Submit to Administration if a majority vote in favor – USAC President will submit the proposal with final edits to VU Administration

Committee Reports

Communications Committee:

- Co-Chairs:
 - Faith Bishop and Jenny Abrams
- Campus Events and Opportunities:
 - Graduate School Commodore Closet and Career Closet
 - April 8 and 9

- ...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 to help USAC elected members communication 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: April 4; 9 AM via Teams

Culture Initiatives Committee:

- Co-Chairs: Cassanora Lampley and Raven Osa-Oni
- *Ongoing Projects*
 - *Days of Significance Accommodation*
 - *Completed Final Edits – February 2025*
 - *First Reading – March 20, 2025*
 - *Second Reading – April 17, 2025*
 - *Submission to Administration – End of April*
 - *EDI Training Initiative*
 - *Project on pause due to Prioritize Days of Significance*
- *Awareness Month Spotlight and Events*
 - *Women's History Month*
 - *Trans Day of Visibility*
- *Next Meeting: March 27; 9 AM via Teams*

Events Committee:

- Co-Chairs:
 - Sara Carroll and Alicia Williams-Sumlin
- Upcoming Events:
 - March 26 – LifeFlight Tour
 - April 2 – Public Safety Tour
- Next meeting: April 2; 9 AM via Teams

Membership Committee:

- Co-Chairs:
 - Jennifer Allen Woody and Chan'ce Moody
- *Birthdays - March:*
 - *Douglas Best, Laura Boone, Elena Carro, Carter Connolley, Richmond Masters, Wesley Notestine, Sarah Poteete*
- *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: TBD*

Rules and Administration:

- Co-Chairs:
 - Sean Butner and Amy Smith
- Rules & Admin met and are working on bylaws revisions which will be shared with Executive Committee and then with USAC members by April/May of this year.
- Next meeting: TBD

Staff Life

- Co-Chairs:
 - Jeremy Bourgoin and Beth Rivas
- Looking Ahead:
 - Feedback about 2020 Professional Development proposal for Leadership
 - Prioritizing collaborations and communications with campus partners in lieu of a formal proposal
 - 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, April 17, 2025
 - Via Zoom – 8:30-10 AM
 - Email: usac@vanderbilt.edu

ADJOURN

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