



Meeting Minutes: Tuesday, July 12, 2016 Student Life Center, Board of Trust Room

Present

Anderson, Dirk
Anderson, Katherine
Armour, John
Assadian, Nurlana
Balthrop, Merry
Barrow, Terrie
Behnam-Gilani, Ali
Berry, Carolyn
Bonner, Stacy
Brady, Al
Carney, Kathy
Chiavini, Amanda
Choate, Corey
Christian, Briana
Darling, Shelley
De Los Santos, Wil
Debeb, Kelley
Dixon, Michele
Donahue, Laurel
Fox, Anita
Giese, Tiffany
Glende, Lora
Harbin, Rachel
Hawthorne, Kelly
Heaton, Ashley

Higgins, Ed
Hofeldt, Kathryn
Hotaling, Susan
Hughey, Jasen
Johnson, Faye
King, Amanda
Korab, Emily
Lord, Sara
Loudon, Jeff
Madison, Jim
McClure, Nathan
Meyer, Liesel
Miltner, Damon
Parker, Patricia
Pickert, Donald
Preston, Chris
Pring, Michael
Provost, Carl
Pursley, Amber
Rauh, Jonathan
Richter, Andy
Sanchez, Monica
Seckman, Matthew
Seezen, Karen
Sierra, Anthony
Sims, Beth

Smith, Susie
Stanard, Ray
Teaford, Jeremy
Tharp, Anthony
Vasquz, Diana
Waits, Robert
Washam, Glenda
Watkins, Heather
Wells, Mia
Westrom, Lynn
Woche, Melissa

Did Not Attend

Ashton, Zeben
Battle, BiShaune
Brassil, John
Brown, Kenneth
Carlson, Robin
Clark, Maura
Engstrom, Steven
Harrell, Rachel
Hickey, Emily
Hicks, Antoinette
Johnson, Judy
Jones, Eric
Kasinger, Jake

Mandeville, Jenny
 Miller, Jean
 Murphy, Amy
 Parks, Liv
 Payne, Philip
 Pepper, Ronnie
 Reynolds, Dana
 Roberts, Janet
 Ruiz, Carlos
 Salamone, Martin
 Soren, Carol

Thomas, Anna
 Turner, Kimberly
 Williams, Megan

Sent Regrets

Bailey, Christina
 Fann, Drew
 Lammers, Lillian
 Latham, Vickie
 Newell, Tanish
 Oglesby, April

Robinson-Wright, Monique
 Siegel, Charlotte
 Smith, Amy
 Weisbrodt, Cathy

Guests

Chris Hicks, HR
 Deb Grant, HR
 Kara Furlong, Communications
 Scott Glasgow, HR

Breakfast was served prior to the start of the meeting.

Welcome to all the new USAC representatives

- President Al Brady welcomed the new representatives and encourage them to stay connected with USAC at: www.vanderbilt.edu/usac
- usac@vanderbilt.edu
- Like USAC on Facebook.

OLD & NEW BUSINESS ANNOUNCEMENTS

- Announcements:
 Please see USAC's mention in the Tennessean pertaining to the recent PTO changes <http://www.tennessean.com/story/news/education/2016/06/30/vanderbilt-raises-entry-level-wage-employees/86554178/>
- Please see USAC's feature summer 2016 issue of "Equity, Diversity and Inclusion Matter," the official newsletter from the EDI office. <https://wp0.its.vanderbilt.edu/email-creator/2016/06/summer-edi-matter-newsletter-1252a/>
- Due to time constraints the June minutes will be approved along with the July minutes at the August 9th meeting.

OVERVIEW OF STAFF COUNCIL

- **Introduction of 2016-17 USAC**
- **Executive Committee:** Officers: President-Al Brady, Vice President/President Elect-Michael Pring, Secretary-Shelley Darling, Treasurer-Eric Jones.
- **Committee Chairs:** Communications-Jenny Mandeville, Rules and Administration-Melissa Wochoer and Vickie Latham, Staff Life-Andy Richter and Jeff Loudon, Events-Judy Johnson and Amanda King, Membership-Anna Thomas.

COMMITTEE HIGHLIGHTS & REPORTS

- **Rules & Administration Committee** – Areas of responsibility include: Bylaws, Operations Manual, Parliamentary Procedure.

- **Events Committee** – Responsibilities include: Coordinating volunteers when requests are made for USAC participation. Facilitating council-sponsored activities such as blood drives, turkey toss, food drives, Vanderbilt Employee Celebration, etc. 2016-17 events and ideas include a Nashville Predators game, blood drive, turkey toss, employee celebration, Vanderbilt sports and Nashville Sounds game.
- **Communications** – Main responsibilities include: Communicating among membership, communicating with constituents, and communicating to larger VU community about the great work USAC is doing through social media, newsletter, etc. Looking for people to write for our new blog, help design the new look of the website, post to social media on behalf of USAC and submit creative ideas for the newsletter.
- **Membership** – Responsible for maintaining the council’s membership and committee rosters including the website roster, working with officers to facilitate reapportionment when necessary, facilitating membership elections, REDCap service. Other responsibilities include Member of the Month award and birthday acknowledgements. The committee normally meets bi-monthly.
- **Staff Life** – The committee researches and prioritizes the issues of staff concern, recommending for the council’s consideration a specific course of action when appropriate. Past highlights include: PTO recommendation, retirement recommendation, all gender restrooms recommendation, meal plans offered in May and December, updated FAQs, CARE events. The bi-annual staff poll is also a responsibility of Staff Life. An example of a concern being considered this academic year is that of Ombudsman.

KROGER CARD – Reminder to link your Kroger card to Vanderbilt’s hardship fund. All proceeds go directly to the fund. The card must be linked each year to Vanderbilt through your Kroger online account.

Kara Furlong Editor, Integrated Communications/MyVU

- The MyVU reader survey opens on July 18 and runs through August 12.
- Take the survey at vu.edu/myvusurvey
- Enter to win a \$50 Amazon gift card.
- Survey helps them to communication more effectively.
- Contact MyVU: myvu@vanderbilt.edu

GUEST SPEAKER: Associate Vice Chancellor Barbara Carroll, Chief HR Officer

- Unable to attend today’s meeting.

USAC COUNCIL AND VANDERBILT UNIVERSITY FACULTY BLOOD DRIVE:

- Friday, July 29, 2016 from 10:00 a.m. to 3:00 p.m. in Sarratt Center, rooms 216/220.

BREAKOUT INTO USAC GROUPS

- Groups gathered to meet and greet each other and to identify group coordinator. The group coordinator is responsible for sending monthly meeting summary emails to their constituents and other announcements and information the President would like to disseminate.

CLOSING

Our next meeting will be Tuesday, August 9, 2016, at 8:30 a.m. in the Commons Multipurpose Room.

Guest speakers will be Vice Chancellor for Administration Eric Kopstain and Associate Vice Chancellor Barbara Carroll, Chief HR Office.

Meeting adjourned at 9:45 a.m.