



Meeting Minutes:

Tuesday, March 12, 2024
Online Zoom Meeting

Present:

Albright, Dallas
Allen Woody, Jennifer
Bagley, Sydney
Baughman, David
Bennah, Noni
Bennett, Jennifer
Bergheger, Claudia
Borgic, Kevin
Bourgoin, Jeremy
Brust, Valerie
Bumpas, Elizabeth
Burroughs, Machalia
Butner, Sean
Carroll, Sara
Chai, Pearl
Champion, Brittany
Cope, Sara
Cornwell, Cassandra
Crowhurst, Stacey
Dawson, T. Renee
Eubanks, Lyn
Farst, Paige
Fogg, Christine

Herndon, Roger
Hollifield, Michael
Jackson, Crystal
Keever, Jeffrey
Kurilko, Rachel
Lampley, Cassanora
Lawrence Givens, Tiffany
Maddox, Lynn
Manlove, Sharon
Manning, Katherine
Maraniss, Andrew
McKeever-Burgett, Adam
Moody, Chance
Moore, La Tisha
Musick, Margaret
Osa-Oni, Raven
Perkins, Anissa
Perry, Caitlyn
Peters, Erin
Porter, Abby
Pratt, Jeremy
Putnam, Sara
Reed, Haley
Rice, Marquita – Guest
Speaker

Schuerlein, Wendy
Sumlin, Alicia
Taylor, Susan
Wang, Joanne
Weeks, Daravanh
Wilson, Maisie
Zuckerwise-Causton, Simon

Not Present:

Abrams, Jenny
Bahrt, Emily
Benitone, Hastings
Best, Douglas
Bishop, Faith
Boone, Laura
Broadrick, Troy
Bush, Marita
Carroll, Chantry
Conwell, Patrick
Coradazzi, Danny
Crutchfield,
Savannah
Cummings, Kenedee
Dickson, Nancy
Dixon, Michele
Dixon, Amanda
Foggie, Christina
Gibbons, Sarah
Gilmore, Alana
Gladu, William
Griffin, Brittany
Gyarmati, Krista
Higgins, Ed
Jasper, Shaun
Kamtarin, Shahpar
Karns, Allen
Knighton, Keeouka
Knighton, Keeouka
Kole, Brenda
Long, Madeline
Masters, Richmond
Mitchell, Heather
Noote, Allie
Notestine, Wesley
Patterson, Mundy
Poston, McKenzie
Poteete, Sarah
Price, Amber
Pring, Michael

Rivas, Beth
Ryon, Chance
Sierra, Bryn
Smith, Amy
Smith, LaDonna
Taiman, Matt
Tift, Mary Beth
Turner, Kimberly
Turner, Kimberly
Weissinger, Jeffrey

Guests:

Abernathy, Mia
Adams, Laura
Adams, Aubrey
Alini, Evan
Andrews, Stacey
Blakely, James
Brooks, Bari
Bukowski,
Michelle
Cesarone, Amy
Culver, Tiffany
Francis, Lydell –
Guest Speaker
Garrett, Kaitlyn
Gibson, Madison
Gillespie, Megan
Glasgow, Scotty
Harding,
Amanda
Hooper, Kevin
Hyer, Nick
Johnston,
Caroline
Jones, Kara
Leibowitz,
Miriam
Liebman, Paul
Loudon, Jeff
McClellan,
Kristine
Mckelvy, Deniz
Moore, Teea
Morris, Morgan
Naifeh, Jake
Puckett, Mike
Reeves, Kellea
Richter, Andy
Stoecklein,
Phillip
Wilhelm, Anita

WELCOME

Adam McKeever-Burgett, President, called the Meeting to order at 8:33 am

- Welcome and Review of the Agenda
 - Acknowledgement of Spring Break Week
 - Lydell Francis, SkillBridge
 - Marquita Rice, Professional Fellowship Program (VUIT)
 - USAC Announcements and Business
 - Even-Numbered Group Elections – Nominations commence March 13

Keynote Speakers

- Lydell Francis, Program Manager, SkillBridge at Vanderbilt Program
 - SkillBridge is a 12-week rotational fellowship program which provides transitioning service members the opportunity to gain broad exposure to Vanderbilt.
 - Timeline
 - VU designated as an official DOD transition program – early 2022
 - SkillBridge housed in Chancellor's Office and launched - Dec 2022
 - MOU with Fort Campbell established – Spring 2023
 - VU accepts first SkillBridge Fellow – HR – March 2023
 - Overview
 - Partnership with DOD and Fort Campbell gives early access to talent
 - Provides 12-week training and evaluation to be paid by DOD
 - Talent pipeline available for solving business needs
 - Access to top-tier talent with enhanced skills, training, and experience
 - Relies upon departments across the university for fellowship placements
 - SkillBridge Placements
 - Bass Military Scholars
 - HR
 - Provost
 - Finance
 - Research
 - Chancellor's Office
 - The Wond'ry
 - Lydell is ready to converse with interested departments about this opportunity - lydell.francis@vanderbilt.edu
 - Marquita Rice, Information and Technology Professional and Training Development Coordinator on the Vanderbilt University Professional Fellowship Program Partnership Opportunity
 - Overview

- This program is a two-year rotation and competency-based fellowship which provides training and development to recent VU graduates.
- VU departments submit projects for Fellows
- Projects must take between 30 – 120 days to complete
- The program is designed to offer support and help maximize productivity for VU teams
- Fellowship provides the graduate student:
 - Two Year rotation cohort
 - Exposure to various operational and administrative areas
 - Hands on learning experiences
 - Hired as a full-time Vanderbilt Employee
 - Salary: \$70,00 plus full benefits
 - On-site work
 - Work-Life balance
 - Nashville experience
- Eligibility
 - Must be a graduating senior to apply or a VU graduate within the last 3 years
 - GPA of 3.0 or higher
 - Live in Middle TN
 - Must commit to the entire two-year cohort.
- Project Criteria:
 - Must be a learning opportunity for Fellow
 - Must benefit the University.
 - Must take a minimum of 30 days to complete and a maximum of 4 months to complete.
 - May 1 – project submission deadline
- Contact Marquita.l.rice@vanderbilt.edu for additional information.

USAC Business

Minutes

- February Minutes – approved.

Announcements

- Upcoming Officer Elections
 - Vice President/President Elect
 - Treasurer
 - Secretary
- Awards
 - Karen Dolan Spirit Award
 - Committee Member of the Year
 - Committee of the Year
- Employee Critical Support Fund:

The Employee Critical Support Fund, previously called the Employee Hardship Fund, was established in 1994 to financially assist Vanderbilt faculty and staff who are experiencing a

non-recurring sudden or emergency-related financial hardship due to an unforeseen or unavoidable event.

- Vanderbilt Giving Day is **April 27, 2024** – please consider a donation to the Employee Critical Support Fund

Committee Reports:

Communications Committee:

- Co-Chairs:
 - Faith Bishop and Alana Gilmore
- Tip of the Month – Did *YOU* Know?
 - March – Being Smart with your Resources.
 - Tuition Benefits
 - PTO
 - Retirement
 - VU Employee Perks
 - USAC Interest posts
- Remember to share your department’s information to USAC’s social media – Instagram, Twitter/X.
- Spring Communications Campaign
 - Communication Champions be on the outlook for:
 - Emails to be sent regarding Even-Numbered Groups announcing USAC Elections
 - Emails to be sent to Odd-Numbered Groups – with general information and updates on USAC initiatives
- Next Meeting: March 21; 2 PM, via Teams

EDI Committee:

- Co-Chairs:
 - Cassanora Lampley and Raven Osa-Oni
- Ongoing Projects
 - Days of Significance Accommodation
 - EDI Training Initiative – currently in initial analysis phase
- Heritage Month Spotlight - March
 - Women’s History Month – March 1 – 31, 2024
- Next Meeting: March 26; 10 AM, via Teams

Events Committee:

- Co-Chairs:
 - Michael Hollifield and Sara Carroll
- Upcoming Events
 - Photo Booth at Student Life Center
 - Thursday, March 28, 8 – 10 AM
 - Partnering with the Career Center
 - Open House: stop by for a photo and stay for snacks and networking
 - Sign-up genius and more details to follow
 - Graduate School Career Closet
 - Volunteer Sorting – Fridays in March
 - Show up and volunteer:
 - April 3, 12 – 4 PM – Alumni Hall, 2nd floor
 - April 4, 9 AM – 1 PM – Alumni Hall 2nd floor

- Volunteer Service Opportunities
 - Friday, March 22 – College Day with Second Harvest
 - Morning Shift and Afternoon Shift
 - Sign Up and Wear your VU colors
 - Saturday, April 6 – One Generation Food Distribution
 - 7:30 – 11:30 AM
 - Nashville State Community College on White Bridge Road
 - No need to sign up – just show up; families invited; Wear your VU colors
- Next meeting: March 19; 9:00 AM

Membership Committee:

- Co-Chairs:
 - Christine Fogg and Krista Gyarmati
- 2024 Election Timeline
 - Nomination Period
 - March 13 – April 5
 - Any non-union staff member can be nominated.
 - Individuals may nominate themselves.
 - Confirmation Period:
 - April 8 – April 26
 - Be sure to approve your nomination in order to be included on the ballot
 - Elections:
 - April 29 – May 10
 - Members of Even-Numbered Groups
 - Remember to VOTE
 - Run-Off Elections (if needed):
 - May 13 – May 24
 - Is used when there is a tie for an elected position with a Group
 - Other:
 - USAC term is two years.
 - Members elected in 2024 will serve until 6/30/2026.
 - If currently serving, and you wish to continue, you must run again; be nominated or nominate yourself and be re-elected.
- Birthdays - March:
 - Doug Best, Laura Boone, Sarah Poteete, Wesley Notestine, Christina Foggie, Richmond Masters
- Meet a Member:
 - Dallas Albright, Associate Administrative Officer, Blair School and Divinity School
- Next Meeting: March 26, 10:00 AM, via Teams

Rules and Administration:

- Co-Chairs:
 - Sean Butner and Amy Smith
- No Report
- Next meeting: TBD

Staff Life

- Co-Chairs:
 - Jennifer Bennett, Jeremy Bourgoin, Danny Coradazzi
- Ongoing Initiatives:

- Serving as a relay point for staff concerned about return-to-work / in person policies.
 - USAC is best positioned to advocate for considerations related to return-to-work and the ripple impact of that decision.
 - Ideas about improving the in-person work experience for staff during this time can be submitted to staff Life Co-Chairs.
- Next Meeting: March 20; 1 PM via Teams.

Next Meeting:

- Tuesday, April 9, 2024
- Via Zoom – 8:30-10 AM
- Email: usac@vanderbilt.edu

ADJOURN

Adam McKeever-Burgett, President, adjourned the Meeting at 9:36 am.

USAC Vision: Through communication, consultation, and service, the Council will promote a strong partnership among the staff, faculty, students, and administration of Vanderbilt University.