



Meeting Minutes: Tuesday, June 9, 2020

Online Zoom Meeting

Present:

Barclay, Samantha
 Best, Douglas
 Halman, Michelle
 Taylor, Susan
 Carney, Kathy
 Carter, Marsha
 Bennett, Garrett
 Conwell, Patrick
 Davis, Jessamyn
 Pring, Michael
 Coppinger, Whitney
 Hastings, Joe
 LeBlanc, Jennifer
 Loudon, Jeff
 Lowe, Deni
 Martin, Robert
 Robinson, Antonio
 Rutledge, Scott
 Wolff, Jeannette
 Miller, Amber
 Moore, LaTisha
 Pickert, Donald
 Woche, Melissa
 Johnston, Caroline
 Kelley, Emily
 Kiolbasa, Mary
 Linski, Jamie
 Newton, Kaci
 Porter, Beth
 Baquera, Felisha
 Carlson, Robin

Jones, Christopher
 Wang, Joanne
 Ripley, Kate
 Williams, Tara
 Benitone, Hastings
 Cahill, Bess
 Dawson, Toni Renee
 Ingram, Donna
 Lawrence Givens, Tiffany
 Luffman, Josh
 Smothers, Natalia
 Stiles, David
 Walker, Susan
 Harding, Amanda
 Manlove, Sharon
 May, Ela
 Mullen, Becky
 Weisbrodt, Cathy
 Sprague, Megan
 Jones, Haley
 Smith, Amy
 Woodruff, Karen
 Bante, Teri
 Fuchs Hritz, Kathleen
 Yockey, Heather
 Higgins, Ed
 Fields, Craig
 Maddox, Lynn
 Nelson, Roberta
 Hastings, Lynn
 Mullane, Courtney
 Mundy, Meaghan

Rall, Kathleen
 Cooley, Emma
 Dixon, Michele
 King, Amanda
 Gibson, Madison
 Sims, Beth

Not Present:

Jackson, Donald
 Mays, John
 Barnett, Robin
 Armstrong, Anjelica
 Engstrom, Steven
 Fox, Anita
 Hansbrough, Sean
 Johnson, Donna
 Butner, Sean
 Galford, Suzanne
 Graham, Kashif
 Kamtarin, Shahpar
 Johnson, Faye
 Eckert, Danielle
 Fisher, Joe
 Hamilton LaGeorge,
 Brittini
 Roche, Morgan
 Sanders, Sara
 Brown, Harold
 Malveaux, Nicole
 Morris, Diana
 Steinas, Jason

Cole, Victoria
Jensen, Lena
Robinson-Nichols,
Monique
Johnson, Denise
Majewski, Ashley
Clemmons, Lee
Poindexter, Jeana

Guests:

Awalt, Brad
Bennett, Jennifer
Brigman, Clair
Brooks, Bari
Chin, Michael
Glasgow, Scotty
Hicks, Chris
Johnson, Linda
Kendall, Jim
Mandeville, Jenny
Moore, Teea
Yasmine, Mukahal
Nairon, Laura
Rigsby, Sarah
Rucker, Cleo
Sierra, Bryn
Smetana, Eric
Smith, Janet

WELCOME

Jeff Loudon, President, called meeting to order at 8:30am

- Welcome

GUEST SPEAKERS

Brad Awalt, Health Plus

Jim Kendall, Work/Life Connections

Michael Chin, Occupational Health

OLD & NEW BUSINESS ANNOUNCEMENTS

- Minutes - May minutes have been approved
 - Minutes are posted on the website each month prior to next meeting.
- Reminders
 - Kroger Cards

COMMITTEE REPORTS

Communications Committee

- Connect on social media

Equity, Diversity, and Inclusion (EDI) – co-chairs Denise Johnson & Antonio Robinson

- Exploration for MLK day to be officially observed for staff
- Next Meeting (zoom meeting) – Thursday April 23, 9am - 11am
 - Disrupting Everyday Bias Training
- Proposal for land previously used by native Americans
 - Land acknowledgement statement
 - USAC to consider resolution to stand by statement

Events Committee

- Spread the Love was success - @450lbs of food donated!
- No Pub meeting until

Membership Committee

- Welcome new members
 - Get from slides
- Happy birthday!
 - Craig Fields
 - Emily Kelley
 - Garrett Bennett
 - Haley Jones
 - Hastings Benitone
- Annual Elections

- All Even Groups: 2, 4, 6, 8, 10, 12, 14, 16, 18 & 20
- Elections Concluded Yesterday
- Welcome 2020-2022 Representatives in July
- Questions: usac@Vanderbilt.edu
- Meet a Member
 - Karen Woodruff – Sr. Executive Secretary for Enrollment Affairs, office of Provost

Rules and Administration

OVERVIEW

Rules & Administration committee maintains the Operations Plan and Appendices

They are different than the by-laws; lay out the guidelines and practices of USAC

Documents had not been updated since May 2015

Committee's main goal for 2019-2020 year was updating the documents to reflect current responsibilities, practices and policies of USAC

PROCESS

Reviewed the Operations Plan as a committee throughout

Requested that Executive Committee review so that officers and respective committees could update the sections within the document they "own"

- SUMMARY OF CHANGES MADE
 - Added the USAC banner logo to cover page
 - Fixed formatting throughout document
 - Removed names of specific staff and instead included the name of the position to age proof the document
 - Updated the Table of Contents to reflect all the changes made to section titles & page numbers
 - Added a Record of Changes page to help future committees log the changes they make to the plan and have a record of changes
 - Consolidated the appendices into the Operations Plan (previously a separate document)
 - **Rules and Administration Committee (p. 12)**
 - Removed references to "parliamentary procedure" and changed it to "Robert's Rules of Order" to be consistent with by-laws
 - **Staff Life Committee (p. 14)**
 - Changed language from having an annual survey of staff on issues of concern to regularly reviewing issues that come up in the anonymous contact form on the website, as this has been a very effective tool (confirmed by President & Staff Life co-chairs)
 - **Election Process (pp. 21-22)**

- **Formation of a Standing Committee (p. 29)**
- New section added after discussion with Executive Committee
- The section outlines a process for ad hoc committees to become permanent, standing committees if they are 1) in existence for one year, 2) submit a proposal, and 3) are approved by majority vote by the Executive Committee AND full staff council
- **Staff Council Calendar of Events (pp. 31-32)**
- Updated to reflect current events, volunteer opportunities, etc.
- Required significant updates to reflect current practices
- **Council Representation on University-wide Committees & Collaboration with University Partners (p. 28)**
- Lessened some of the language related to USAC always needing to invite Faculty Senate members to meetings, events, etc.
- Language now includes that USAC encourages the Faculty Senate to participate in monthly meetings and events and we can partner with Faculty Senate on efforts, but it is less of a requirement, which seemed more appropriate given the separate nature of our entities
- Made more visible the fact that any university community member can attend monthly meetings and events
- **APPENDICES**
 - Added a detailed appendix on the election process (pp. 35-51)
 - Updated the website update process (pp. 52-54)
 - Removed the appendix with the sample email for the staff survey since it is no longer needed
 - Added a “cheat sheet” of Robert’s Rules of Order with basic rules that we might use in meetings (p. 57)
 - Added procedures on updating the operations plan (p. 58)
 - Instead of updating the plan twice a year as was noted in the previous version of the plan, we now advise that the plan should be reviewed once a year, and changes or updates only need to be made if they are needed.

Staff Life

- Next Meeting June 25 2-3pm

AWARDS

Committee of the Year
 Rules and Administration
 Ashley Majewski & Jessamyn Davis

Karen Dolan Spirit Award
 Tara Williams

Committee Member of the Year

Renee Dawson

&

Susan Walker

Officer Appreciation

Michael Pring, Treasurer

Jeannette Wolff, Secretary

Caroline Johnston, Vice President/President Elect

CLOSING REMARKS*Jeff Loudon, President*

- Next Meeting:
 - Tuesday, July 14, 2020
 - Time: 8:30 am
 - Location: Zoom

Meeting was adjourned at 9:45am.

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