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**EDITOR'S
REFLECTIONS**

LAUNCHES & UPDATES

**NAVIGATING CHANGE AT
WORK: 5 KEYS TO SUCCESS**



VANDERBILT
People, Culture and Belonging

Vol 1.3

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EDITOR'S REFLECTIONS

In the rhythm of our daily lives, the spirit of continuous improvement quietly shapes our world. From the sleek precision of iPhones to the reliable performance of motor vehicles, from the familiar taste of fries to the seamless transactions of ecommerce giants, these everyday wonders embody the ethos championed by industry leaders such as Apple, Toyota, McDonald's, Amazon, Ford Motor Company, and Nestlé.

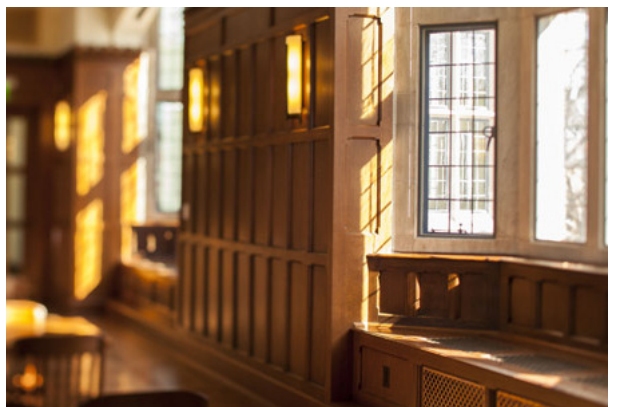
At Vanderbilt University, this ethos resonates deeply with our mission—to unleash the potential within humanity, pushing boundaries of discovery, and steadfastly serving others. Rooted in our core beliefs of Belonging, Self-Direction, Collaboration, and Growth, we find inspiration from Dr. W. Edwards Deming, the pioneer of continuous quality improvement. His philosophy reminds us that true improvement isn't just about doing well; it's about overcoming obstacles that stand in our way.

Renowned Harvard Business Professor and strategy pioneer Michael Porter underscores: strategic direction and continuous improvement are inseparable allies in our pursuit of excellence. As we journey forward, we celebrate bold strides under our unified People, Culture, and Belonging (PCB) strategy. Improving capabilities across all Centers of Expertise (COEs), enhancing employee experience, and setting data-driven performance goals showcase our steadfast commitment to continuous improvement, efficiency and effectiveness in service of our staff.

As we applaud our achievements and stay focused on new heights. Guided by our shared values, we'll keep paving paths to success, making Vanderbilt a beacon for top talent. Your dedication drives us forward. Together, progress fuels us and promises a bright future for everyone at Vanderbilt.

It's Our Moment!

Sydney



TEAM SPOTLIGHT

Our Colleagues who helped us through our first 100 days

We want to extend a heartfelt thank you to all our colleagues who have been instrumental in helping with our major projects since January. Your dedication, hard work and collaborative spirit have made a significant impact, and we are incredibly grateful for your contributions.

Thank you for your unwavering support and commitment to our success!



TAKE YOUR PAID TIME OFF (PTO)

As the summer sun shines bright, it's the perfect time to remind everyone of the importance of taking time off to relax and rejuvenate. We all work hard throughout the year, and it's crucial to prioritize our well-being by stepping away from our daily responsibilities to recharge.

Please take advantage of your PTO this summer. Make the most of your time off to relax, rejuvenate, and return with renewed energy. Together, let's create a culture that values balance and encourages everyone to take the break they deserve.

Did you know?

Empowerment | Rejuvenate | Community

UPCOMING EVENTS & LAUNCHES

NAME OUR CHATBOT CONTEST!

DATE: JULY 1-24

We're excited to introduce our new People, Culture, and Belonging chatbot, and we need your help to give it the perfect name!

Give us your best name ideas! The creator of the winning name will receive an exclusive Vanderbilt swag bag!

How to Participate:

Send an email to pcb@vanderbilt.edu with your chatbot name!

We'll announce the top five next month and vote for our favorite, so get creative and let's find the perfect name for our new virtual assistant!

NORTON LIFELOCK AVAILABLE JULY 1

DATE: JULY 1

Beginning July 1, Vanderbilt will offer Norton LifeLock Identity Theft Protection to all benefits-eligible employees. This optional benefit will be available to help Vanderbilt employees and their families protect themselves from malicious cyberactivity by reducing risks for phishing attacks, monitoring for identity theft, providing device security for personal devices and more. This benefit also provides peace of mind by allowing you to turn over potential problems to professionals who will work to resolve issues on your behalf.

To learn more about this new cybersafety benefit, see [Norton's Features Guide](#).



E&E LAUNCHES SMS MESSAGING

DATE: JULY

The Center of Expertise: Equity & Engagement has partnered with Vanderbilt University Public Safety to launch SMS text notifications for staff. Reflecting our commitment to effective communication for everyone, E&E will leverage text capabilities to assure all staff are promptly notified of time-sensitive information from the E&E teams, such as meeting requests and case determinations. We recognize that many of our colleagues work in settings where it is easier to quickly review a text message than an email. While substantive content will continue to be transmitted via email, those who have selected to receive mobile notifications through AlertVU may also receive a text message to inform them that they have an email from E&E to review.

We may also message someone to request they contact a specific E&E office to schedule a time to meet. We welcome your thoughts as we integrate this communication tool into our outreach processes. If you are interested in receiving mobile alerts, you may [use this link](#) to access instructions for reviewing and updating your preferences. We look forward to continuing to innovate to better connect with each of you so that you remain informed about the work E&E is doing.

UPCOMING EVENTS & LAUNCHES

HEALTH, WELL-BEING AND BELONGING LAUNCHES PILOT WELL-BEING CHAMPION PROGRAM

DATE: JULY 1

We're excited to announce the pilot launch of our Well-Being Champion Program, an initiative designed to foster a healthier, more inclusive, and engaging work environment. This pilot program involves a select group of well-being champions from various departments who will help shape the program and future well-being initiatives.

What is a Well-Being Champion?

Well-Being Champions are a diverse group of employee volunteers from across the university who act as ambassadors for the Office of Health, Well-Being and Belonging by promoting awareness, education, and engagement.

We are also thrilled to announce that a full launch of our Well-Being Champion Program will take place in the Fall, with applications open to all full-time faculty and staff members at that time. Stay tuned for more details on how you can participate!

WHAT IS A WELL-BEING CHAMPION?

Well-Being Champions are a diverse group of employee volunteers from across the university who act as ambassadors for the Office of Health, Well-Being and Belonging by promoting awareness, education, and engagement.

ROLES AND RESPONSIBILITIES:



Collaborate with the office of Health, Well-Being and Belonging. Attend quarterly meetings, participate in online discussions, provide feedback, and share individual and departmental successes.



Promote and encourage participation in well-being programs and initiatives within your department.



Inspire excitement about workplace well-being. Lead by example; actively engage with wellness platforms, resources and self-care activities.



Support and advocate for your department. Be the "Go-to" person for all things related to health and well-being.

Commitment:

2 hours per month

2-year term

Eligibility:

Full time faculty or staff member

Supervisor approval

UPCOMING EVENTS & LAUNCHES

EDASSIST + OFFICE OF LEARNING INNOVATION

DATE: AUGUST

The [Employee Education Assistance Program](#) is available to all regular and full-time staff and faculty, who have completed at least three months of employment, and their spouses. This significant benefit is designed to support your professional and personal growth, whether you are aiming to advance in your current role or explore new academic interests.

Vanderbilt University offers a number of online degree programs that could be the right fit for you and your career goals in the areas of law, engineering, computer science, nursing, education and more. With flexible scheduling and rigorous coursework, our online programs are designed for busy, ambitious learners like you.

Dare to grow beyond your boundaries. Visit Vanderbilt.edu/online-learning to learn about our online degree programs, as well as other online and hybrid offerings.

For questions about this benefit, please visit the [FAQs page](#) or contact tuitionbenefit@vanderbilt.edu.



BENEFITS ADMINISTRATION TRANSITION

DATE: JULY 1

Vanderbilt University is changing its benefits administration services, set to take effect starting July 1. The university, which is currently served by WEX (formerly known as BenefitExpress), will shift the majority of its operations to Empyrean. The goal of the move is to enhance the overall benefits experience for faculty and staff.

The transition will bring with it a new enrollment platform that promises to streamline the benefits enrollment process. Employees can access a user-friendly app, allowing them to manage their benefits on their mobile devices. Additionally, a new enrollment decision tool will help employees make informed choices about their benefits coverage.

RETIREMENT CHANGES DELAYED TO SEPT 1

DATE: SEPT 1

Auto-advance and auto-enrollment to 3%
In September of this year, as a one-time action, eligible employees who are voluntarily contributing at 1% or 2% will be automatically advanced to the 3% rate.

Annual increase program

Each year on July 1, eligible employees who are voluntarily deferring between 1% and 6% will automatically have their contribution rate increased by 1%, up to a maximum of 7%.



PROJECT PULSE

Major PCB project updates

PROJECT POLARIS

We've kicked off our meetings with Mercer to build a job architecture that clearly defines all the roles, skills and career paths within the university.

Over the next 12 months, we'll be working behind the scenes with university leadership to understand, design, review, revise and build a job architecture for the future that meets the needs of our diverse and talented workforce. Look for regular updates throughout the process.

PROJECT SKY

Vanderbilt University's People, Culture and Belonging division is thrilled to unveil the first phase of its ambitious Futures Learning Hub initiative, through a strategic collaboration with eLearning industry leaders LinkedIn Learning and OpenSesame. Effective July 1, Vanderbilt staff will have an unprecedented access to a wealth of educational resources at no cost.

Known as the Digital Learning Marketplace. This innovative platform, fully integrated with Oracle, provides access to over 46,000 curated courses from LinkedIn Learning and OpenSesame. Tailored to meet your unique educational needs, it offers resources for every industry—from leadership development to data analytics, and even forklift certification. Elevate your skills, advance your career, and enjoy learning made easy and convenient. Welcome to the future of unlocking your potential at Vanderbilt.

PROJECT KAIZEN

Several members of the PCB team joined together to design the project management process for PCB earlier this month. Fueled by a deep dive into surveys, interviews, and design sessions, they have identified key areas for innovative improvements.

The group established a clear set of goals that will guide the creation of The Project Innovation Group, part of the Center of Expertise: Strategy and Operations Innovation.

The next step in this journey is the creation of a comprehensive design blueprint by the Project Kaizen team. Drawing upon the feedback collected, this design will provide a detailed blueprint for the people, processes, and technology required to elevate the Project Innovation Group to new heights.

As the project gets closer to completion, PCB is actively seeking a dynamic leader for the team. Follow-up meetings are scheduled to finalize the critical elements that will bring this vision to life. Intake processes, technology requirements, and standard operating procedures are all being crafted to ensure seamless integration.

VANDERBILT VOYAGE

Vanderbilt Voyage Day One in-person experience has moved from Alumni Hall to the Kissam Multipurpose Room, located on the second floor of the Kissam Student Center.

NAVIGATING CHANGE AT WORK: 5 KEYS TO SUCCESS

Whitney Coppinger

We all know that change is an inevitable part of our professional lives. Whether it's new projects, shifts in company strategy or changes within our teams, adapting to change is crucial for our success and growth. The past few weeks we've experienced some major changes in our division. From new processes to shifts in team structures, we've all felt the impact. While change can be challenging, it's also an opportunity for growth and improvement. In light of these developments, I wanted to share some insights on how we can successfully navigate change in our workplace. Here are five key strategies to help us all thrive during this period of transformation.

1. Embrace a Growth Mindset

A growth mindset is the belief that our abilities and intelligence can be developed through time, effort and energy. Working on our areas we know need improvement, and the process (not the outcome) are the most important components. With time and practice, people with a growth mindset believe they can achieve whatever they want. This perspective is essential when faced with change, as it fosters resilience and a love of learning.

Challenge Accepted: When confronted with a new challenge, view it as an opportunity to learn and grow. Ask yourself questions like, "What can I learn from this?" or "How can this experience develop my skills?" This approach not only reduces anxiety but also enhances your ability to adapt.

2. Stay Flexible and Adaptable

Flexibility is key when navigating change. Processes and expectations may evolve, requiring us to adapt quickly. By staying flexible, we can better handle unexpected challenges and seize new opportunities. This might mean taking on new tasks, learning new skills or adjusting to new workflows. Embrace these changes as chances to grow professionally (enhance that résumé) and to contribute more effectively to our team's success.

Flex is My Middle Name: Cultivate flexibility by regularly stepping out of your comfort zone. Volunteer for projects outside your usual scope, learn new technologies or take on roles that challenge you in new ways. This continuous stretch enhances your adaptability and prepares you for future changes.

3. Communicate Openly

Effective communication is crucial during times of change. It's important that we all feel informed and involved in the process. If you have questions or concerns, don't hesitate to voice them. Transparent communication helps to build trust and ensures everyone is on the same page. Things like regular team meetings, updates from management and an open-door policy can all contribute to a more informed and cohesive team environment. Make sure you're checking in with your manager and attending our PCB Leadership's open office hours.

Can You Hear Me Now?: Practice active listening and ensure that you clearly convey your thoughts and concerns. Regular check-ins with your team and supervisors can help maintain alignment and provide a place to discuss any issues arising from changes.

NAVIGATING CHANGE AT WORK: 5 KEYS TO SUCCESS

Whitney Coppinger

4. Develop Emotional Intelligence (EQ)

Emotional intelligence, the ability to understand and manage your own emotions and those of others, plays a crucial role in navigating change. High EQ helps in staying calm, cool and collected, making better decisions and supporting your colleagues.

I'm Starting with the Man in the Mirror: Work on your self-awareness by reflecting on how you react to change. Identify your emotional triggers and develop strategies to manage them. Additionally, showing empathy towards colleagues going through the same changes can foster a supportive work environment.

5. Build a Support Network

Having a strong support network can significantly ease the process of navigating change. Whether it's seeking advice from mentors, sharing experiences with peers or leaning on friends and family, support systems provide invaluable emotional and practical assistance.

Collaboration For the Win!: Engage in networking both within and outside Vanderbilt. Join an employee affinity group, attend campus events and participate in staff programs. Building these connections can provide new perspectives and resources to help you manage change effectively.

Conclusion

The recent changes in our PCB department have undoubtedly brought challenges, but they also present numerous opportunities for growth and improvement. Let's continue to work together, support one another and make the most of this transitional period.

Remember, change is a constant in any workplace. How we respond to it defines our journey and our success. Let's respond with resilience, optimism and a collaborative spirit. As our fearless leader says, "It's our moment!" so let's face the day head-on as we navigate a new VU.





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