



# University Staff Advisory Council

USAC Meeting Minutes: August 8, 2023

THC 305

<https://urichmond.zoom.us/j/86032754530?pwd=a2xpblFNWmJpSmN0M2VOVUhYbjhPZz09>

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1. Derek Miller called the meeting to order at 1:01 p.m.
2. Introduction of the Executive Team:
  - a. Chair, Derek Miller, Assistant Director of Community Relationships and Community-Engaged Learning, Bonner Center for Civic Engagement
  - b. Vice Chair, Bill Galaspie, Business Intelligence Specialist, Information Services
  - c. Secretary, Cassie Price, Manager of Communications and Academic Research, Jepson School of Leadership
3. Call for suggestions for speakers to invite to meetings and breakfasts: Derek Miller: would like to invite Amy Howard, senior administrative officer of equity and community, and also Laura Dietrick, director of benefits and employee well-being, maybe just before Health Benefits Fair. Others suggested: Steve Butler, deputy director of Athletics and Joan Saab, UR's new provost. Bring HR talent acquisition specialist and business partner to speak about how to advance your career within UR. Suggestions for USAC tours: Burial Ground, residence halls, Eco-Corridor, Wellness Center, Labyrinth. Another suggestion: fun, interactive staff events like a field day.
4. Discussion of web submissions:
  - a. How often do supervisors and HR review and update job descriptions? When employees take on new responsibilities permanently or while another staff member is on leave, what is the protocol for reviewing/updating the role?  
Answer: No pre-defined timeline for updating job descriptions. Employees are encouraged to speak to their supervisors about updating their job descriptions on an as-needed basis. Kirstin Stacia from SPCS: If there is not something specific written by HR, the need to update a job description may die with the supervisor. Theran Fisher from HR: If an employee doesn't get a response from their manager, they should reach out to their HR business partner.
  - b. Is there a guide to help employees know how to advance their careers? Theran Fisher from HR: If a current employee has applied for other internal roles, HR can contact them to let them know of potential job opportunities within the University. Contact your HR talent acquisition team and business partner to find opportunities within UR that fit your skills. Titles follow department guidelines and vary across the University. UR does not have specific guidelines for titles such as "director."
5. Closed Session: USAC representatives reviewed the 2023-24 goals listed on the next page. Kirsten Stacia made a motion to accept goals. Carole Yeatts seconded. Goals passed unanimously.

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Goals for AY 2023-2024

**1) Strengthen community within USAC to promote a cohesive sense of connection, support and identity.**

- a. Hybrid Meetings
- b. Regular interactions between members and executive committee
- c. Intentional engagement within meetings that highlight individual members
- d. Invite all eligible campus staff to serve on USAC committees
- e. Organize tour of Wellness Center

**2) Raise campus awareness of USAC and its goals through further integration into preexisting university systems and structures and transparent communication.**

- a. Campus onboarding process
- b. USAC notes and SWAG to new staff members
- c. Regular Spiderbytes and all-campus communication
- d. Regular USAC presence at major campus events

**3) Increase USAC as an informational hub, connecting disparate parts of the University, and bring staff concerns to upper administration**

- a. Solidify connections with Faculty Senate
- b. Develop connections and information flow with Student Government (Westhampton and Richmond)
- c. Invite leaders of various departments on campus to USAC meetings to share what they do, and where relevant, opportunities for staff to participate
- d. Continue to host breakfasts that allow staff to interact with upper administration

**4) Provide accessible information and opportunities for engagement in campus DEIB initiatives to all members of UR staff.**

- a. Particularly emphasize employees who do not regularly access email, internet, computers, etc.
- b. Make sure printed information is available in employee work spaces including breakrooms and lounges.
- c. Continue education in USAC meetings about campus DEIB initiatives and emphasize the importance of members sharing this information with constituents, including inviting Amy Howard, Senior Administrative Officer for Equity & Community, to a meeting early in the 2023-2024 academic year.
- d. Highlight and share information and resources from various units across campus who are doing this work.

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