



University Staff Advisory Council

USAC Meeting Minutes: September 12, 2023

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

1. Derek Miller called the meeting to order at 1:03 p.m. The following members were in attendance: Monica Booker, Frances Dickerson-King, Bill Galaspie, Jamie Lynn Haskins, Ashley Kuemmerle, Mike LaRue, Derek Miller, Jess Oliver, Jennifer Phillips, Carolyn Smart, Cindy Smith, Kirstin Stacia, Mary Wheaton, and Carole Yeatts.
2. Presentation on Workday: Mark Detterick, Senior VP for Business Affairs and Strategy, and Julie Farmer, Director of Change Management
 - a. Contract in place for Workday to replace Banner for HCM/Payroll/Finance, will not replace Banner for students. Accenture has been hired for implementation.
 - b. What are Workday Expected Results?
 - Improve end user experience
 - Attract, develop and retain top talent
 - Enhance workflow and processes to be clearer, smarter and simpler
 - Enable real-time and secure access to financial and HR information that supports decision-making at all levels
 - c. Project timeline: 20 months
 - 2023 – Build Foundation Tenant
 - 2024 - Build End to End Tenant (Testing), Build Payroll Parallel Tenant (Testing), and Build Gold Tenant (Display)
 - 2025 – GO LIVE
 - d. Work-Related Systems in consideration for replacement using WorkDay or remain and integrate with WorkDay:
 - ChromeRiver (credit card reconciliations, reimbursements)
 - ESM (contracts)
 - WEX (benefits)
 - Cornerstone (learning modules, hiring/jobs)
 - Timeclocks/Timekeeping system
 - Endowment Restrictions database
 - e. Strong desire for a Change Ambassador Network
 - Communication Advocate
 - Employee Engagement
 - Feedback Loop

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- Test & Train

3. Presentation on Compliance Week: Kristine Henderson, Director of Compliance and Title IX Coordinator
 - a. Compliance = laws and ethics
 - b. Policies need to be taught – have a base knowledge, understanding and awareness
 - c. Background audits
 - d. Compliance Week is an awareness event
 - November 5-11 (also Benefits Fair time)
 - e. Trainings are due March 1, 2024 and are mobile-friendly.
4. Reviewed Web Submissions and Responses
 - a. Discussion surrounding employee benefits and discrepancies, especially relating to dual household employees and parental leave. Jess Oliver offered to bring up the subject during a next session of the University Benefits Committee.
 - b. Continued discussion surrounding a job library and transparency in roles across the University. The notion of keeping position descriptions current was stressed and having the option to review other position descriptions with similar titles and/or roles available for access, upon request. Contact HR talent acquisition team and business partner to discuss opportunities, skills and talents.
 - c. Discussed features of the Spider Safe App. URPD handles active shooter training, contact to schedule.
5. Closed Session
 - a. Updates provided from each Committee representative.

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