



# University Staff Advisory Council

Note: Due to a widespread power outage on campus on July 11, only a few people were able to attend the USAC meeting in person and Zoom function did not work. Therefore, we have only this agenda to share, as no meeting minutes were taken.

## AGENDA

July 11, 2023  
THC 305, 1 pm  
Zoom link:

---

1. Call to Order
2. Introduction of the Executive Team:
  - a. Getting to know each other via introductions
  - b. Chair, Derek Miller, Assistant Director of Community Relationships and Community-Engaged Learning, Bonner Center for Civic Engagement
    - i. At the University since 2014
    - ii. Started as Adjunct Professor, then Visiting Professor, and started at the CCE in 2018
    - iii. Share my alien
  - c. Vice Chair, Bill Galaspie, Business Intelligence Specialist, Information Services
  - d. Secretary, Cassie Price, Manager of Communications and Academic Research, Jepson School of Leadership
3. Feedback on Goals (see appendix 1)
  - a. What resonates with you, excites you?
  - b. What would you like to see?
4. Nominations for speakers at USAC meetings and USAC breakfasts
  - a. One of the key roles that USAC can play is sharing information and inviting various members of the University to speak. We have had two methods for doing this. Speaking at our monthly meetings and a USAC sponsored breakfast in D-Hall. The D-Hall breakfast is a more informal and intimate as we cap the number at 25 people.
  - b. We are seeking nominations of people you would like to be invited to speak at either.
  - c. Can also - Email: Derek Miller, dmiller4@richmond.edu
5. Committee Updates

*The University Staff Advisory Council represents the needs of staff to senior administration and works proactively to make the University of Richmond an employer of choice.*



# University Staff Advisory Council

- a. Communications
  - b. Elections
  - c. Volunteer and Engagement
  - d. Faculty Liaison
  - e. Plant Involvement Team
  - f. Food Service Involvement Team
  - g. Benefits (New)
  - h. Planning and Priorities (New)
6. Web Submissions - None
7. Closed Session – 5 minute Break
8. Conversation on Goals
- a. Anything you would like to add?
9. Conversation on Committees
- a. Go through the positions quickly, comment on the new positions
  - b. We will be emailing a poll shortly to gauge your interests

*The University Staff Advisory Council represents the needs of staff to senior administration and works proactively to make the University of Richmond an employer of choice.*



# University Staff Advisory Council

Draft of 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 2022-2023 academic year.
- d. Highlight and share information and resources from various units across campus who are doing this work.

*The University Staff Advisory Council represents the needs of staff to senior administration and works proactively to make the University of Richmond an employer of choice.*



# University Staff Advisory Council

Representation on Board of Trustees -

*The University Staff Advisory Council represents the needs of staff to senior administration and works proactively to make the University of Richmond an employer of choice.*