



# University Staff Advisory Council

Minutes

Tuesday, January 13, 2026

[Zoom Link](#)

Tom Andonzino, Amy Atticks, Petria Balsamo, Miriam Blackmon, Ashley Blount, Monica Booker, Amanda Boyd, Liza Carpenter, Jess Clatterbuck, Kris Day, Hilary Delman, Matt Dewalt, Michael Dickerson, Elizabeth Donaldson, Jessica Durrett, Kolby Ferguson, Melissa Foster, Meghan Gill, Phillip Gravely, Aretha Harris, Joy Heinzman, Alicia Hubbard, Iria Jones, Ingrid Lasrado, Crista Lembeck, Erin Lowry, Mirinda McCants, Annie Messer, Derek Miller, Erica Modeste, Andy Morton, Yahneet Morton, Jess Oliver, Nancy Probst, Olivia Rosebaum, Wendy Sheppard, John Shines, Jasleen Singh, Charlynn Small, Kirstin Stacia, Maribel Street, Geraldine Sullivan, Charity Thompson, Julia Trachtenberg, Tom Walsh, Mary Wheaton, Melody Wilson, Justin Woodson, Carole Yeatts, Mina Zatelli. Speakers: Kevin Creamer, Keith McIntosh, Cort Schnieder

## **Jess Oliver called the meeting to order at 1:02 PM.**

Jess opened the meeting by sharing the Safety Series Flyer. The series will be on Wednesdays, starting January 21<sup>st</sup>. Bring your lunch if you'd like to attend. Winter Chill was rescheduled due to the weather last month. It will take place this Thursday, January 15<sup>th</sup> at the JAC from 1:00 PM to 3:00 PM. Outstanding Service Awards will be on March 3<sup>rd</sup>, and Spiders in the Know will be on May 13<sup>th</sup>. Both events will be at Camp Concert Hall. Check Spider Bytes for details. There will be a Martin Luther King Jr. Day celebration on January 20<sup>th</sup> in Ukrop Auditorium.

## **Disability Services, Cort Schneider, Director of Disability Services**

The processes for student disability services and staff disability services differ. Staff should speak to their school's business partner for accommodations.

Cort's office assisted 675 students with accommodations. These accommodations include anything that touches student life, such as allergies, asthma, housing, and dining. Students are covered by the Americans with Disabilities Act. If they want accommodations, they can complete the [online form](#). Once the form is submitted, they will meet with Disability Office to determine the appropriate accommodations. The office will then notify the student's professors and academic dean. Temporary accommodations are available for students. Those are primarily for injuries such as broken bones, concussions, etc. Cort is working closely with the university's architectural services to update campus maps to show accessible routes for those with disabilities. They are working on creating accessible pathways to make navigating campus easier.

## **Generative AI, Keith McIntosh, VP & Chief Information Officer, Information Services**

The Generative AI Working Group is a team of people from administrative and academic areas who are assessing different facets of AI. They are taking a critical approach and considering the pros and cons of AI adoption. The group is working with a consulting firm, Huron, and gathering input and feedback from the campus community to determine next steps and the resources needed to support the community.

### What was discussed:

Current landscape  
Opportunities  
Concerns and Risks  
Looking Ahead  
Other Thoughts

### Questions asked of USAC meeting attendees:

How are you currently using AI?  
Are you currently using AI tools in your role?  
Where do you see generative AI adding value to your work?  
What support, guidance, and resources do you need to take advantage of the opportunities?  
Concerns and risks? What support, guidance, and resources do you need to mitigate the concerns and risks AI is introducing to your work? (university courses, training, etc.)  
If you had one wish in this area, what would it be?

Concerns included: power consumption by data centers, environmental implications (data centers require freshwater to operate), and the implications of diversity of thought.

All are invited to attend the Sharp Event called *AI and the Future of Work*.

<https://www.richmond.edu/sharp/> The event is on February 5<sup>th</sup> at 5:00 PM in the Modlin Center.

### **Chair's Report (Jess Oliver)**

### **Treasury Report and Approval of the Minutes (Mina Zatelli)**

Due to the HR WintUR Chill event being scheduled at the same time as the USAC meeting on December 9, 2025, the meeting was canceled, and there were no meeting minutes to approve. Instead, the USAC committee held a closed session meeting on December 11, 2025.

### **YTD**

Budget: \$5,875  
Spent: \$1,384.97  
Available: \$4,490.03

## Reports from Committees and Liaisons

- Faculty Senate (Cort Schneider), The next faculty senate meeting is January 16<sup>th</sup>. Cort will attend and report back.
- The Elections Committee (Yahneet Morton), the Planning & Priorities Committee (Miriam Blackmon), and the Benefits Committee (Jess Oliver) will all hold meetings next week and report back at the next meeting.
- There were no updates from the Campus Plan Committee (Monica Booker), the Plant Involvement Team (John Shines), the Food Service Involvement Team (Amanda Boyd), or the Events and Engagement Committee (Mina Zatelli, Justin Woodson).
- Communications (Mary Wheaton & Erin Lowery) are requesting that any information you want shared on USAC socials be sent to them.

## Web Submissions (Mirinda McCants)

Mirinda read HR's response to a submission concerning Workday, its functionality and usability. HR is encouraging employees to share all feedback by submitting a [TDX ticket](#). This allows the Workday team to track what is working and what is not, helping improve the system. Mirinda also read a submission concerning flex work schedules. HR shared a link to the [University's Flexible Work Arrangement Policy](#) that addresses these arrangements. Lastly, Mirinda read HR's response to a web submission concerning last-minute university schedule changes. Full responses can be read on the [USAC website](#).

With no further items to discuss, the meeting was adjourned at 2:51 PM.

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## Announcements:

The next USAC meeting will be on Tuesday, February 10<sup>th</sup>, 2026, in Tyler Haynes Commons, room 305. Our guest speakers will be Tyler Betzhold, Interim Executive Director of Dining Services & Executive Chef, and Paul Lozo, Senior Associate Vice President, Campus Operations.

# SAFETY SERIES

The Department of Public Safety

**7 à la carte training series for faculty & staff! Starting Jan 21st, we will have one of the following classes every Wednesday at noon.**



Workday sign-up

1/21

## **EMERGENCY PREPAREDNESS**

Learn how the University prepares for and responds to emergencies, including alert systems and the Public Safety App.

1/28

## **STOP THE BLEED**

Gain hands-on skills to recognize and control life-threatening bleeding using pressure, packing, and tourniquets.

2/4

## **ACTIVE THREAT TRAINING**

Prepare to respond to active threats with strategies to avoid, deny, and defend, plus what to expect from law enforcement.

2/11

## **NARCAN/DRUG SAFETY TRAINING**

Understand opioid dangers, recognize overdoses, and practice Narcan administration to save lives.

2/18

## **SELF DEFENSE**

Build confidence by learning practical techniques to escape holds, strike, and increase situational awareness.

2/25

## **HANDS ONLY CPR**

Learn and practice the simple, lifesaving steps of Hands-Only CPR for cardiac emergencies.

3/4

## **FIRE SAFETY**

Discover fire extinguisher types, safe handling, and how to respond during fire emergencies with live demonstrations.