



University Staff Advisory Council

Agenda
Tuesday, November 11, 2025
[Zoom Link](#)

1. Call to Order and Chair's Report (Jess Oliver)
2. Emergency Planning, Maribel Street, Director of Emergency Management
3. Treasury Report and Approval of the Minutes (Mina Zatelli)
4. Reports from Committees and Liaisons
 - Faculty Senate (Cort Schneider)
 - Planning & Priorities (Miriam Blackmon)
 - Benefits Committee (Jess Oliver)
 - Campus Plan (Monica Booker)
 - Plant Involvement Team (John Shines)
 - Food Service Involvement Team (Amanda Boyd)
 - Communications (Mary Wheaton & Erin Lowery)
 - Events & Engagement (Justin Woodson & Mina Zatelli)
 - Elections Committee
5. Web Submissions (Mirinda McCants)
6. Closed Session, 2:00 pm – 3:00 pm

Announcements:

USAC Meeting – Tuesday, December 9, 2025, on Zoom or in person in the Special Programs Building, Room 156. Paul Lozo, Sr. Assoc. Vice President of Campus Operations.



University Staff Advisory Council

Goals 2024-2025

1. Strengthen and foster a cohesive and inclusive staff community on campus
 - a. Establish a USAC events committee to promote a sense of community across campus staff. Launch new initiatives to bring together staff from across departments, including informal breakfast/lunch gatherings and organized campus tour for staff led by staff.
 - b. Offer hybrid USAC meetings for general staff but encourage USAC members to attend in person.
2. Enhance visibility of USAC to be seen as a conduit of information, voice for all staff, and leader in community efforts
 - a. Increase accessibility of web submission feature on USAC website and increase awareness to staff of available web sub option to ask questions and raise concerns.
 - b. Strengthen visibility and role of USAC for staff advocacy, retention, transparency, compensation, and appreciation.
 - c. Raise profile of USAC board and committee members collectively and individually so all staff feel heard and represented. Invite all staff to join USAC committees.
 - d. Continue connections with Faculty Senate and find more ways for faculty and staff to interact.
3. Solidify processes and institutional knowledge within USAC
 - a. Define committee structure within USAC and create goals and expectations.
 - b. Review current USAC Board structure and compare with current campus employment to ensure fair and accurate representation.
 - c. Pull together procedures guides for future board members.
 - d. Connect with past USAC board members and invite their input and participation in USAC activities and initiatives.
4. Continue USAC awareness through existing systems and processes
 - a. Continue USAC role in the onboarding process by sending USAC profile and swag to new staff members.
 - b. Continue regular and timely communication with staff via all-campus communications and presence at major campus events. Continue to make sure information is shared with staff in a variety of modes including printed flyers and signage for those who do not regularly access email.
 - c. Continue to invite University representatives to present at monthly meetings and quarterly breakfast including senior management, compliance, campus safety, HR, DEIB, and student development.