



# University Staff Advisory Council

Agenda – Closed Session Only  
Thursday, February 13, 2025  
[Zoom Link](#)

1. Call to Order (Carole)
2. Treasury report (Kirstin)
3. Web Submissions (Wendy)
4. Reports from Committees and Liaisons
  - Faculty Senate (Cort)
  - Planning & Priorities (Miriam)
  - Benefits Committee (Jess)
  - Campus Plan (Monica)
  - Plant Involvement Team (John)
  - Food Service Involvement Team (Amanda)
  - Communications (Mary & Erin)
  - Events & Engagement (Justin)
  - Elections
5. Proposal for USAC Representative Redistribution

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## Announcements:

Spring USAC breakfast – Tuesday, February 18 at 8:30-10:00 am in the Wilton Center, Multifaith Room. Featured speaker will be Monica Smith, Vice President for Inclusion and Belonging. [Click here to register.](#)

No USAC Cheer Team for Spider Dash.

USAC Night at Women's Basketball Game – Wednesday, February 26 at the Robins Center. Bugg Terrace opens at 5:00 pm and tip-off is at 6:00 pm. Bring your colleagues and make this a department social event. Staff members are invited to bring 1 guest. Tickets are limited to 100 capacity. [Click here to register.](#)

Faculty Senate / USAC Mixer Breakfast – Thursday, March 6 at 7:45-8:45 am in the Westhampton Room at Heilman Dining Center. RSVP on Outlook calendar.

USAC Meeting – Tuesday, March 11 at 1pm in Special Programs Bldg., Classroom 156.

USAC Meeting – Tuesday, April 8 at 1pm in Special Programs Building, Classroom 156. Featured speaker will be Amy Howard, Assoc Provost for Strategic Initiatives & Community Engagement, on the Burying Ground project.

USAC Meeting – Tuesday, May 13 at 1pm in in Special Programs Bldg., Classroom 156. HR Business Partners have been invited to speak.

Spiders in the Know – Wednesday, May 14 at 8:30-10:30 am at Camp Concert Hall. USAC reps needed to usher.

USAC Meeting – Tuesday, June 10 at 1pm.



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## **Goals 2024-25**

- 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.