



University Staff Advisory Council

Annual Report 2014-15

Who are We?

- The University Staff Advisory Council (USAC) provides a forum for issues, concerns, interests, enhancements and information that may apply to the staff at the University of Richmond. The Council Shares Information, discusses issues and idea and serves as a liaison between staff and the administration.



University Staff Advisory Council 2014-2015 Annual Report

The 2014-2015 USAC Annual report is prepared by the 2014-15 Chair of USAC, Maya Vincelli, and the 2014-15 Co-Chair of USAC, Roger Mancastroppa.

- In the 2014-15 session, USAC focused on improving communication and increasing staff outreach through awareness, events, increased visibility and person to person interaction
- USAC also sought to understand how representation on USAC was changing, how its outreach could be more effective to underrepresented departments, and how it can contribute its voice more effectively to the governance of the institution



Improving Communication

- USAC members piloted HR's *Leadership and Influence* training, which was facilitated by Aubrey Pettaway and Audrey Colburn in August 2014
- USAC increased its presence on campus by 50% this year adding bi-weekly employee orientations and a new wellness fair to its members' schedules, as well as attending the Facilities and Dining Services staff orientations
- USAC members also sat on various search committees, attended the Presidential Search open forums and spoke at President Ayers' Richmond Promise/Thank you event, and was asked to nominate a USAC member to Planning & Priorities

Staff Outreach

- Because no facilities staff were elected to USAC in the 2014-2016 election cycle, USAC appointed a staff person to update the Facilities department and sit in on pit crew meetings for 2014-2015
- Social media was outstanding this year, and USAC finds it an effective tool for outreach
- Numerous resources were created for staff, including the Winter/Holiday guide for staff and families
- During severe winter weather, essential staff were acknowledged for their hard work via Facebook. Staff also received acknowledgement for working during winter break via Facebook, and a handwritten thank you card to 14 departments
- 2 staff get-togethers were held at The Cellar, featuring guests from HR and Recreation and Wellness
- USAC facilitated a project that utilized 6 different departments to create a new bank of computers for staff with limited computer access. This computer bank is now located in the Tyler Haynes Commons 2nd floor north hanging lounge

Open Forums

As a part of improving communication and staff outreach, USAC hosted numerous Open Forums and Special Guests

- September 2014, Special Training for USAC members, *Leadership and Influence*, by HR
- October 2014, Special Presentation, *Benefits*, by HR. Special Guests, Sustainability Director Search
- November 2015 Open Forum, *Table Discussions with Staff, Affinity Groups Open House*. Special Presentation, *Host Family Program*.
- December 2014, Open Forum, *Campus Master Plan*
- January 2015, Special Presentation, *BOX* by Information Services
- February 2015, Special Presentation, *HR's New Webpage*
- April 2015, Special Presentation, *Sustainability*. Open Forum, *Budgets and the Endowment*

Building Community

Tabling and Volunteering are some of the primary methods for outreach to staff on campus. We increased this by nearly 50% this year. Here is a selection of our tabling opportunities:

- Introduced USAC bi-weekly at HR's Onboarding/New Employee Orientation (November-June)
- August 2014, Participated in the campus wide "Happy" video
- September 2014, tabled at all 3 HR Benefits Fairs
- November 2014, tabled at all 3 HR Enrollment Fairs
- December 2014, Volunteered at Winter Celebration
- January 2015, USAC members Volunteered via UR's MLK Day Celebration/Day On/Day of Service
- March 2015, Tabled at new Wellness Fair to support new employee wellness initiative, Volunteered at computer banks for 2 days to support the *Great Colleges to Work for* Survey. Volunteered at the Food Bank/Feed More. Assisted with the *Start By Believing* Campaign through URPD
- April 2015, Spoke at the Richmond Promise celebration, honoring President Ayers



Affinity Groups

In 2013 USAC voted to amend the bylaws to include the USAC Affinity Group Chair as an executive board member. In 2014 USAC dissolved the Health and Wellness Affinity Group so that USAC could more broadly support the University's Health and Wellness initiative. USAC currently encourages members to participate and let constituents know about the vast support that the UR Well Employee programming conducts

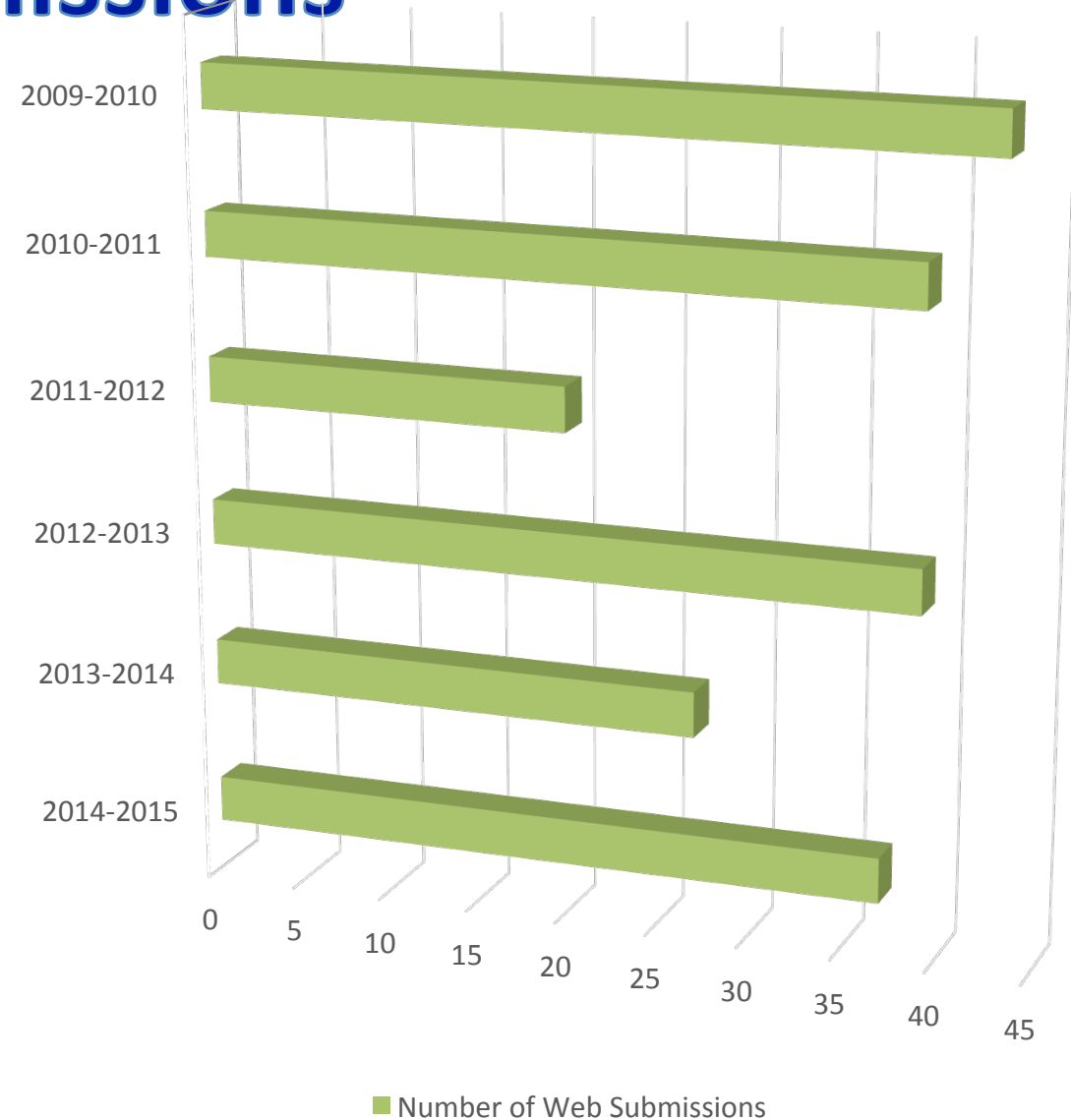
- The Current USAC Affinity groups are: Caregivers (Formerly known as Eldercare); Parenting; LGBTQ and URInvolved
- Each Affinity Group sponsors programs, meetings, events and outings throughout the year, as well as maintains an active listserve where people can share resources and connect. Each Affinity Group is led by a current USAC member as well as a non-USAC staff member from campus. Any full time, part time or retired staff, faculty, dependent or spouse can attend USAC Affinity Group meetings
- In 2014-2015 USAC Affinity Groups held **34 events** and reached **540 University community members**

Notable USAC Affinity Group Mentions

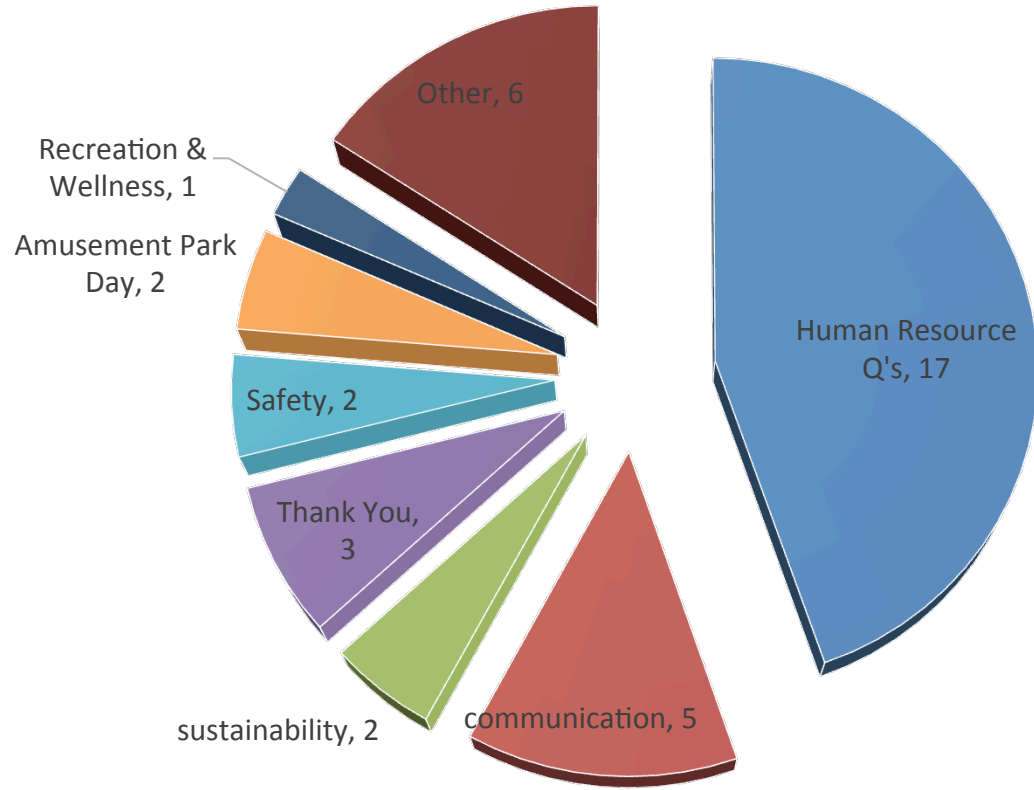
- The **Caregivers** Affinity Group (Formerly Eldercare) was featured prominently in the Richmond Times Dispatch Article *In Her Shoes*, where they named Eldercare as one of the two best support groups in the area
- **Debbie Hardy**, Co-Chair for Caregivers and USAC member from 2013-2015 was interviewed by an Alzheimer's Magazine called *Preserving Your Memory* where she featured the Caregivers Affinity Group
- URInvolved **Church Hill Bakery Crawl** and **Hard Hat Happy Hour** were great successes, filling every seat available on registration day
- Parenting's **Winter Crafts** were featured in a Winter Guide Book for Staff and their kids Basketball Game and Pizza was heavily attended
- LGBTQ hosted a **trans day of remembrance**, gave away free Soul Ice, and piloted the Community function in HR's Talent Web

Web Submissions

- As a part of USAC's role as a liaison to the University Administration, council members receive, review and respond to [web submissions](#) from University of Richmond Staff members. USAC received a total of 38 web submissions in 2014-2015, 11 more than the previous year. Anonymous web submissions were answered in meeting minutes and web submissions with contact info were responded to directly
- The 2014-2015 Web Submissions trended towards questions about benefits such as; flex time/flex space, benefit value vs cost and retiree/aging workplace questions
- A full list of [web submissions](#) can be found in the 2014-2015 [meeting minutes](#).

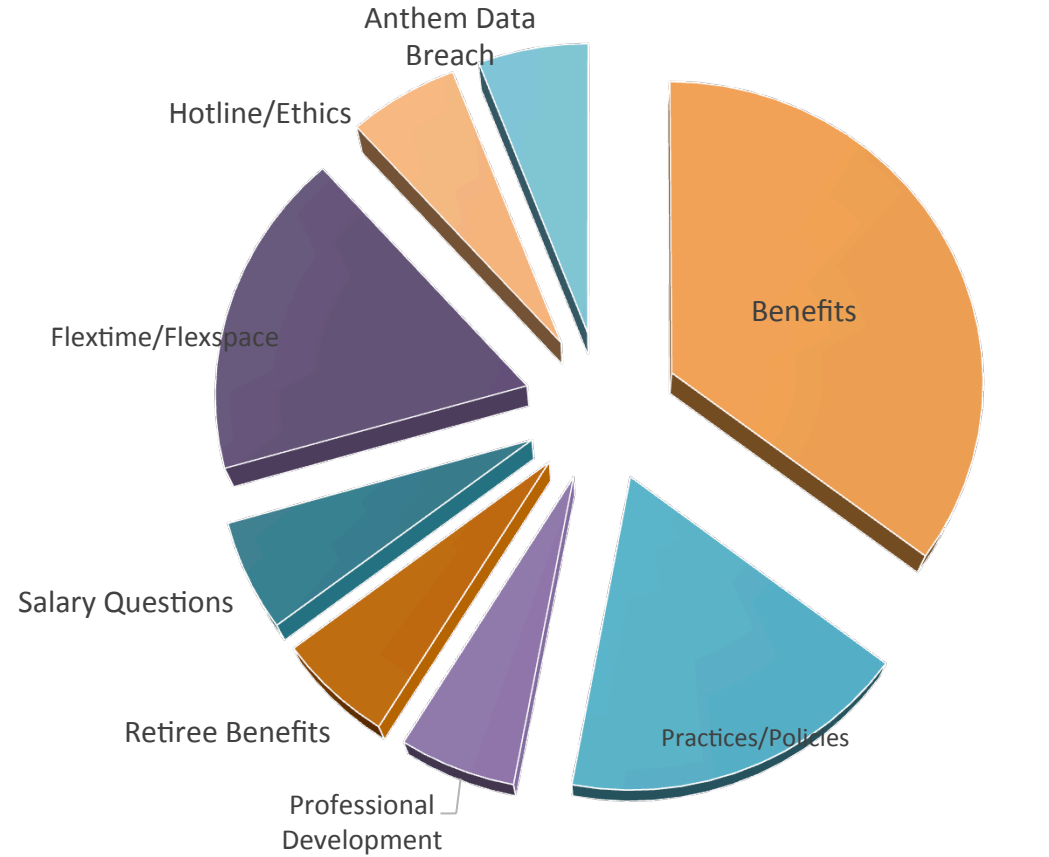


of Related Submissions



- Human Resource Q's
- communication
- sustainability
- Thank You
- Safety
- Amusement Park Day
- Recreation & Wellness
- Other

Human Resource Q's



- Benefits
- Practices/Policies
- Professional Development
- Retiree Benefits
- Salary Questions
- Flextime/Flexspace
- Hotline/Ethics
- Anthem Data Breach

2015 Elections

- **New USAC Member Elections** took place during the month of May, culminating with a final voting push during Springfest. Additionally, USAC Purchased two iPads to assist with future voting sessions and advance on site voting and outreach capabilities.
- **USAC added** an additional 3 non-exempt members to ensure the 1-50 USAC member to Staff ratio for USAC membership as stated in the bylaws. Only non-exempt USAC members were added due to the increase of non-exempt staff on campus. These new members were elected during the 2015 voting cycle
- 127 Staff Members were nominated to serve on USAC
- 51 Staff members accepted Nominations to serve on USAC
- 1223 staff members were eligible to vote (see bylaws)
- 615 staff members voted during the voting period.
- USAC now has 12 Exempt Members and 14 Non-Exempt for **a total of 26 USAC members** for the 2015-16 USAC fiscal year.

A Word from the Outgoing Chair

I have truly enjoyed my time as a USAC member and as the Chair of the University Staff Advisory Council for 2014-2015. USAC is filled with the most thoughtful and caring people on campus who are all advocating for staff and encouraging community every day for our rich and diverse staff members.

As President Ayers finishes his last few days in office, and as we welcome Dr. Crutcher as our next University President, I would like to thank Dr. Ayers for his vision and his unyielding enthusiasm for staff on this campus. His impact has been greatly felt in the staff realm, and he will be missed.

Thank you to my constituents for the opportunity to serve you, and thank you to my fellow USAC members for your loyalty and hard work. The 2015-2016 USAC year will present numerous challenges and rewards, and I am confident that the 2015-2016 USAC Executive Board is up to the task.

Respectfully Yours,

Maya Vincelli

Chair, USAC 2014-2015

Assistant Director of Retail Operations

University of Richmond Dining Services

