UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
November 14, 2017 – 1-3 p.m. – Tyler Haynes Commons, Room 305

Members Present: Lisa Bayard, Stephanie Bernthal, Shannon Best, Wendy Burchard, Jason Cope, Mika Elovaara, Beth Ann Howard, Austin Leach, Paul Lozo, Emily Martin, Julie Neville, Meg Pevarski, Tara Stewart, Cassandra Taylor-Anderson, Rick Richardson, Heather Sadowski

Non-Voting Attendees: Matt Barany, Lynn Robertson, Carl Sorensen

Members Absent: Amy Gallagher, Pam Lee, Brittany Schaal, Dustin Engels, Joseph Woodford

Non-Voting Absent:
Paul Lozo, Chair pro-tempore, called the Council meeting to order at 1:03 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members went around and answered the question about what they are thankful for.

Quality Enhancement Plan,
Andy Gurka, Director, Living-Learning & Roadmap Programs, Katrice Hawthorne, Assessment Specialist, Office of Institutional Effectiveness:

Andy and Katrice shared with the committee that the Quality Enhancement Plan (QEP) is a requirement every 10 years for the university as a part of the reaccreditation process. The Southern Association of Colleges and Schools (SACS) manages the accreditation process and the QEP is one part of the process. Ten years ago, SSIR or the Sophomore Scholars in Residence Process was the QEP for the school and last Spring around Jacque Fetrow and Steve Bises co-chaired the QEP committee that chose to focus on the First-Year Process for this QEP. The development committee had 34 people (faculty, staff and students) and they were charged with worked on creating the plan over 6 months. The upcoming QEP will be a first year living and learning community called the Richmond Endeavor. The plan has been written and submitted and the committee is waiting for feedback from SACS before the final submission in February. The plan will start with 4 communities and grow to 14 in 2023, meaning that ¼ of the first-year class will get to participate in it.

SPCS Strategic Plan: Jamelle Wilson, Dean, School of Professional and Continuing Studies:

Jamelle shared that the review of the strategic plan for SPCS had taken a significant amount of time as they really needed to think through what made sense for the them. They have finished the process and believe that they have a clear idea of how they can best fulfill their mission. The mission hasn’t changed- still focused on enriching lives and careers for the 21st century. They just realized that they need to focus because they were doing so much that they realized people didn’t know what SPCS was or should be known for. Moving forward their goals are to:

- Ensure focused, mission-aligned offerings across three student centered categories:
- Degree Programs
- Professional Education
- Lifelong Learning

- Align and leverage SPCS and University assets to develop programming that meets the needs of the Richmond community
- Encourage experimentation and innovation in SPCS to enhance students’ learning experience and educational outcomes
- Integrate programs, services and educational offerings with those of the University and of the other schools at UR to best meet the needs of students the Richmond community
- Build and strengthen relationships with key strategic partners representing key SPCS focus areas to increase access to SPCS for new students.

Budget Update, Paul Lozo:
- $449.16 for promotional items
- $250.00 for earmarked for caregiving group
- $32.00 for 100 copies of Congratulations card for new parents
- Small gift earmarked for new provost and wife

Committee and Liaison Updates:

- Communications, Meg Pevarski: The communications committee met last week and discussed ideas for a communication plan for staff interest groups. The committee decided that print materials were important as many staff members did not check Facebook or have access to email on a daily basis. It was decided that they would put together a mailing highlighting not only the information about the staff interest groups but also other pertinent information such as: what is USAC, election information, who is your rep and upcoming dates.

- Elections, Beth Ann Howard: The focus right now is on the Planning and Priorities seat. The committee is focused on deciding what the new process will look like for electing that seat? While there is plenty of time to lay the groundwork for this process in order to create transparency and equity, members are encouraged to send Pam an email if you have ideas or thoughts about the process.

- Volunteer & Engagement, Tara Stewart: Thank you for everyone that helped with the benefits fair. December event will probably need volunteers, so stay tuned.

- Faculty Liaison, Shannon Best: Barry Lawson is our new liaison from the Faculty Senate. His position is a temporary one year appointment.

- PIT, Rick Richardson: Two issues relevant to USAC were discussed at PIT. It is very dangerous for pedestrians that choose to walk in/near the street near Gateway. There sidewalks are in place and people are encouraged to use those. The second issue is regarding scooters. Are there rules for where they can park and how they should be used on-campus? The answer is no but accessibility to buildings could move this forward or safety/egress.

- FIT, Lisa Bayard: The FIT committee had their first meeting in November. It was more of a getting comfortable, understanding the importance of the meeting/group. They did share best practices from different areas and upcoming dates from across campus. The next meeting scheduled for December 7th

- HR, Carl Sorensen: no report
Web Submissions, *Paul Lozo*:

Web Submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online.

**Announcements:**

Next meeting is in the Richmond Room not in THC 305

Winter Celebration is December 1st 2:00pm- 4:00pm in Alice Haynes

Float in the Dominion Parade on 12/2- It’s happening again and the theme is “Christmas around the World”. Contact Paul Lozo if you want to help work on the float or participate in the actual parade.

**Closed Session:**

The council entered closed session at 2:36 p.m. No actions or votes were taken.

Shannon Best moved to adjourn the meeting. The motion was seconded.

Paul Lozo adjourned the meeting at 2:55 p.m.

Respectfully submitted, Meg Pevarski, Secretary/Treasurer pro-tempore