UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
March 9, 2021 – 1–3 p.m. – Virtual via Zoom

Members Present: Mitch Alters, Michele Bedsaul, Ashelle Brown, Craig Buchbinder, Kourtney Ennis, Priscilla Greene, Fred Hagemeister, Josh Jeffreys, Allison Johnson, Frank McMurrough, Taylor McNeilly, Jennifer O’Donnell (Secretary/Treasurer), Katy Olney, Paul Sandman, Beth Simms, Jeff Smith, Susan Sokolsky, Mark Stanton (Chair), Richard Thomas, Kaylin Tingle, and Jessica Washington (Vice Chair)

Non-Voting Attendees: Carl Sorensen (ex-officio), Melody Wilson (ex-officio)

Members Absent: Joe Minick

Non-Voting Absent:

Mark Stanton, chair, called the Council meeting to order at 1:03 p.m. and welcomed council members and guests.

Mark Stanton reviewed the 2020-2021 USAC goals

1. Strengthen communications and outreach efforts to maximize the visibility and accessibility of USAC to all staff members

2. Continue to foster a diverse, equitable, and inclusive intellectual community in which staff are recognized for their contributions

3. Provide council members with professional and personal development opportunities to improve their leadership and advocacy skills

Guest Speakers

Jasmonn Coleman, Associate Athletic Director for Development
Planning & Priorities Committee Staff Representative

Current P&P Committee staff representative Jasmonn Coleman provided a brief overview of the Planning & Priorities Committee’s operations, and described the role of the staff representatives.

USAC has been asked to nominate an Academic Affairs division staff member to serve on the P&P committee for a 3-year term, starting in July. USAC will collect nominations for this position starting March 29 through April 2. USAC will review the list of nominees who have accepted their nomination, and will invite 5 nominees to speak at the May USAC meeting. Council members will vote, and the top candidate will be recommended for position on the committee.
Announcements:

Mitch Alters, USAC Elections Committee Chair, provided updates about the USAC elections that are taking place this spring. The **USAC Executive Committee Election** voting will take place beginning today after the nominated council members give their candidate statements. The voting for executive council positions closes on Thursday, March 11 at 8:00 am. Election results will be shared with the campus community in coming weeks.

The **Campus Wide USAC Member** Elections are also underway, with nominations being accepted through 5:00 pm on Sunday, March 14, 2021. These nominations are for university staff members to fill the 11 council seats, representing 6 divisions, that will be vacated at the end of this fiscal year. Once nominations are closed, nominees will be contacted to accept or decline their nomination. Voting will begin on April 7 and will stay open through April 30. For more information about which divisions will have vacant seats, and/or to nominate yourself or a colleague, visit here: [https://usac.richmond.edu/about/member-selection/nominate.html](https://usac.richmond.edu/about/member-selection/nominate.html)

New Business

**USAC Nominee Statements for the 2020-21 USAC Executive Board**, facilitated by *Mark Stanton*
Nominations accepted for Chair: Taylor McNeilly and Katy Olney
Nominations accepted for Vice Chair: Taylor McNeilly, Katy Olney, and Susan Sokolsky
Nominations accepted for Secretary/Treasurer: Kaylin Tingle

Updates from Around the Room

**HERI Survey:** The campus climate survey is still live! The survey was announced to the campus community via an email from President Crutcher on February 1. Those who complete the survey by March 15 will be in the running to win one of ten $100 gift cards.

**COVID Vaccine Updates:** More vaccines are becoming available across Virginia. Current vaccine eligibility (group 1b) has expanded to include custodial workers. University employees can preregister on the Virginia Department of Health website here: [https://vaccinate.virginia.gov/preregister.html](https://vaccinate.virginia.gov/preregister.html) Staff members are encouraged to register in order to receive the vaccine as soon as it is available in their area and for their eligibility group. Although the university has offered to host a vaccination clinic on campus, there are not yet updates as to when or if VDH will utilize our campus as a vaccination clinic site.

**Statement on Black Student Welfare:** Staff members interested in reading through the “Protect Our Web: A Statement on Black Student Welfare” should visit this site here: [https://linktr.ee/protectourweb/](https://linktr.ee/protectourweb/). The site also provides a link to a petition in support of the statement, as well as a registration link for the Virtual Teach-In that will take place on Friday, March 12 from 1-2 pm.

**Not So Slight Combating mAcroagressions workshop registration:** Staff members interested in attending this student led workshop, to be held on March 30 and April 1 from 7-9:30pm, should click here to register: [NotSoSlightRegistration](#). The workshop is offered with the goal and mission of
building an inclusive environment by combating ignorance, validating the experiences of community members, and fostering a dialogue between faculty, staff, and students.

**University of Richmond’s 11th president:** On the heels of the announcement that Dr. Kevin Hallock will join the university this fall as our new president, USAC wants to thank everyone who contributed to the search process – from those who attended forums and provided feedback that helped shape the candidate profile and job description, to the staff representatives who served on the search committee. Thank you!

**Institutional History Report:** Staff interested in reading through the reports and announcements related to institutional history research can access them here: https://president.richmond.edu/initiatives/letters/institutional-history/february-2021-update.html

**Outstanding Service Awards:** Congratulations to this year’s Outstanding Service Awards winners! Check out a list of the winners, as well as some award ceremony highlights, here: https://hr.richmond.edu/benefits/employee-appreciation/service-awards/winners.html

**Committees and Liaisons Updates**

**Communications committee:** *Michele Bedsaul (committee chair), Kaylin Tingle, Kourtney Ennis, Paul Sandman, Susan Sokolsky, Taylor McNeilly, Ashelle Brown, and Mark Stanton*

The USAC website update is due for an update, which is set to begin in a few weeks. If you have any photos of staff working around campus, please load them into the “photos” folder in the USAC 2020-2021 folder on Box.

Make sure to follow USAC on Facebook - RichmondUSAC and Instagram - @urichmond_usac!

The USAC communications committee has teamed up with the UR Well program to put on some wellness events to engage staff across campus.

- On March 19, from noon – 1:00 pm, there will be a virtual team trivia event, register here: https://docs.google.com/forms/d/e/1FAIpQLSf9lRH2SI9qPYUZg7bk1vTO9Rw0Ucd5Besuxu92Qi2a9VzCSA/viewform

- Planning for a bracket challenge is underway. The event, intended to highlight some of the wonderful amenities in the new wellness center, as well as existing wellness resources, will likely take place over the summer, and will be publicized on USAC’s social media platforms.

**Elections committee:** *Mitch Alters (committee chair and Parliamentarian), Josh Jeffreys, Joe Minick, Beth Simms, Jeff Smith, Fred Hagemeister, Jessica Washington*

No report, other than information shared during announcements an updates portion of the meeting.

**Engagement committee:** *Priscilla Greene (committee chair), Craig Buchbinder, Frank McMurrough, Katy Olney, Allison Johnson, Rich Thomas, Jennifer O’Donnell*

No report
Faculty Senate Liaison to USAC: Mary Tate and Allison Johnson

The February Faculty Senate meeting included a presentation that highlighted concerns over the declining population of black students at the university. Anyone interested in learning more, or in helping with the research efforts to collect additional information should reach out to Dr. Jane Berry or Dr. Bert Ashe.

An updated draft of the general education curriculum will be shared with the university community in April.

Plant Involvement Team: Paul Sandman and Frank McMurrough

No updates

Foodservice Involvement Group: Richard Thomas and Jeff Smith

No updates

Budget Review, Jennifer O’Donnell

Initial Budget: $5,875
Expenditures YTD: $89.40
Balance: $5,785.60

Expenses: USAC Flyers $5.40
Expected expenses:
Voting mechanism (will be needed for upcoming election): ~$340.00
Professional development: ~$650

Gallery Comments
There were no gallery comments.

Closed Session
The Council entered closed session at 2:05 p.m.

Web Submissions, Jessica Washington

There were no web submissions to review this month

Mark Stanton adjourned the meeting at 2:18 pm

The next meeting will be on Tuesday, April 13, 2021 from 1-3 p.m., virtual via Zoom.

Respectfully submitted, Jennifer O’Donnell, Secretary/Treasurer