



University Staff Advisory Council

Agenda
Tuesday, April 8, 2025
[Zoom Link](#)

1. Call to Order
 2. Amy Howard, Associate Provost for Strategic Initiatives & Community Engagement
 3. Chair's Report (Carole)
 4. Treasury report and Approval of the Minutes (Kirstin)
 5. 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 & Mina)
 6. Web Submissions (Carole)
 7. Closed Session
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Announcements:

USAC Spider Bites Lunch – Tuesday, April 15 at 12:00-1:00 pm at the Heilman Dining Center, South Meeting Room. Click here to register: <https://sl.richmond.edu/yP>.

USAC New Employees Tour of Eco-Corridor – Wednesday, April 16 at 12:00-1:00 pm. Meet at the trailhead by the picnic tables. Click here to register: <https://form.jotform.com/250847255534158>.

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.



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.