UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
June 8, 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, Joe Minick, Jennifer O’Donnell (Secretary/Treasurer), Katy Olney (Vice Chair), Paul Sandman, Beth Simms, Susan Sokolsky, Mark Stanton (Chair), Richard Thomas, and Kaylin Tingle

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

Members Absent: Jeff Smith

Non-Voting Absent:

Mark Stanton, chair, called the Council meeting to order at 1:02 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

Mark briefly described the ways in which we worked toward each of the goals during the past year.

Guest Speakers:

HR Policies and Practices Updates: Carl Sorensen, Lori Schuyler, Laura Dietrick
Over the past year, Human Resources and UR Better have been reviewing certain policies and processes in order to assess efficiency and equity. In light of this review, there are some changes that will go into effect August 1, 2021. The changes include updates to the policies and procedures for vacation accrual, vacation carry over, university holidays, holiday pay, and more. A recording of this portion of the meeting will be made available on the USAC website, as well as a full list of the changes will be distributed via email from HR and on the HR website here: https://hr.richmond.edu/policies/leave-policy-changes.html
Announcements:

**Spiders in the Know followup:** We have compiled answers to the SIK questions that were not answered live during the event due to time constraints. We appreciate your patience and understanding, and apologize that we could not spend more time on your live questions during the event. Please find the answers to those questions here: [https://usac.richmond.edu/SIK-Unanswered-Questions-Responses.pdf](https://usac.richmond.edu/SIK-Unanswered-Questions-Responses.pdf)

**USAC Spider Staff Spotlight:** Check out this month’s featured staff member here: [https://usac.richmond.edu/](https://usac.richmond.edu/)

A huge **Thank You** to the council members who served on the council for the 2019-2021 term: Michele Bedsaul, Allison Johnson, Richard Thomas, Joe Minick, Priscilla Greene, Paul Sandman, Beth Simms, Josh Jeffreys, Mark Stanton, Jessica Washington, and Jennifer O’Donnell

**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 social media bracket challenge is live! This partnership between URWell and USAC is meant to introduce staff members to everything the new Well-Being Center has to offer. Check the USAC social media pages for announcements and event dates/times. New likes, follows, comments and other engagements on Instagram and Facebook earn entries for raffle prizes. (Find the pages here: [https://www.instagram.com/urichmond_usac/](https://www.instagram.com/urichmond_usac/) and [facebook.com/richmondusac](facebook.com/richmondusac))

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

No updates

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

No updates

**Faculty Senate Liaison to USAC:** Mary Tate and Allison Johnson

No updates

**Plant Involvement Team:** Paul Sandman and Frank McMurrough

The physical plant staff members have been working hard to support the sports camps going on around campus, in both our indoor and outdoor facilities.
Foodservice Involvement Group: Richard Thomas and Jeff Smith

Many dining services staff members are participating in the CrossU program and are working in different offices across campus over the summer. Otherwise, dining services is gearing up for the students to return to campus this fall by figuring out logistics for distancing and operations, depending on the framework stage in which we return to campus.

Budget Review, Jennifer O’Donnell

Initial Budget: $5,875  
Expenditures YTD: $1013.19 + $1378 pending  
Balance: $3483.81

Expenses:  
- Service recognition expenses: $770.00  
- Promotional signs and posters: $608.00

Expected expenses: N/A

Gallery Comments
There were no gallery comments.

Closed Session
The Council entered closed session at 2:11 p.m.

Web Submissions, Mark Stanton

A summary of web submissions and responses can be found on the USAC website.

Mark Stanton adjourned the meeting at 2:43 p.m.

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

Respectfully submitted, Jennifer O’Donnell, Secretary/Treasurer