UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
August 11, 2020 – 1–3 p.m. – Virtual via Zoom

Members Present: 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, Paul Sandman, Beth Simms, Jeff Smith, Susan Sokolsky, Mark Stanton (Chair), Richard Thomas, Allie Ware, and Jessica Washington (Vice Chair)

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

Members Absent: Kaylin Tingle

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 opened the meeting by briefly outlining 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 Speaker: Brittany Schaal, Emergency Management

Brittany gave a brief overview of the preparations (as outlined in the physical distancing framework, found here: https://www.richmond.edu/coronavirus/fall-2020/framework/index.html) that have been done on campus in advance of welcoming students for the fall semester. Specifically, she highlighted the visual cues and signage that have been posted around campus; the rearrangement and modification of classrooms and common spaces; the UV-C light and bipolar ionization air filters installed in building air handling systems; the 400 hand sanitizer and 800 disinfecting wipes stations that have been placed in all buildings; the bottle fillers that have replaced water drinking fountains; foot pulls on restroom doors; installation of at least one no touch faucet in heavy traffic restrooms; etc.

Brittany then fielded questions from council members and gallery guests. Questions and brief answers are included below. Please visit the University’s COVID-19 response page for additional information https://www.richmond.edu/coronavirus/index.html
• All four stages of the physical distancing framework allow for students to be on campus. Is there any parameters set for fully closing the campus and sending students home, e.g. a situation bad enough that we can’t keep students here? If so, what are those parameters, and if not, why not? The university will use both internal and external metrics (positive cases in local areas, number of available beds in quarantine spaces and local hospitals, etc.), in consultation with Virginia Department of Health, to monitor and adjust the parameters for the University’s Operating status. See also: https://www.virginia.gov/coronavirus/forwardvirginia/ and https://www.vdh.virginia.gov/coronavirus/covid-19-daily-dashboard/

• Has more time been allotted for students to get from one class to another with the new restrictions on walking directions? Council members offered that no additional time has been added between class times: students, if they have back-to-back classes, have 15 minutes in between classes.

• Our campus is often treated as a park by neighborhood children and adults. Will there be an effort to keep them off campus? Our campus is open to our local community, so we will do the best we can to communicate our campus policies via visual cues and signage.

• As we know, staff is not a monolith. How are we protecting our staff who carry the biggest biohazard risk for us to meet our residential aspirations? The university is providing personal protective equipment to all staff who work in positions with frequent interaction with students and other community members. Additionally, the university is instituting mitigation strategies like required cloth face covering, surface disinfection, physical distancing, and UV-C and bipolar ionization air filtration. Additionally, faculty, staff, and students will all take an online training course related to the coronavirus and the university’s physical distancing framework.

• What are the new quarantine locations for students? I heard that we are not getting all of the modular housing that we were initially asking for. A number of students opting to take their courses online this fall has changed the availability of spaces that already exist on campus, allowing a reduction of modular units needed. Residence life was able to shift student housing assignments so that there are available quarantine locations totaling more than 200 spaces when combined with modular units.

• My question is if we notice community members are not abiding by physical distancing guidelines and cloth face coverings, what should we do or who should that be reported to? In addition to asking community members to feel empowered to speak up and remind others to wear their cloth face coverings, the compliance hotline will be available for reporting of violations when a conversation is not possible. A link to the online reporting form is here: https://cm.maxient.com/reportingform.php?UnivofRichmond&layout_id=27

• What percentage of our student population has opted to remain virtual only? A gallery member offered that 370 students across all schools have opted for remote (undergrad, law, MBA, SPCS)

• I may have misunderstood the implications of this, but if there is going to be an update to staffing policies (concerning HR and compliance) will USAC or staff more broadly have an opportunity to provide feedback before implementation? Yes, after policies are developed by the working groups, they will be sent out for feedback whenever possible.

• I have remained on campus from the start. The issues we are having that students are not abiding by these rules and there is only about 275 students on campus. How will they control this with all students on campus? In addition to each student signing the health web compact
(Healthy Web Compact) before living on campus this fall, students will take an online training, and student conduct policies have been updated to include expectations related to violations of the healthy web compact (Interim Student Conduct Policies). President Crutcher and Dr. Biese reached out to parents and students regarding these updated student expectations - you can read their messages here: COVID-19 Messages to the Community. Additionally, you may always direct concerns about individual students to the Deans.

Jennifer O'Donnell shared that there will be another Staff Open Forum with Senior Leadership held next Thursday, August 20, at 11:00 am. Details and a Zoom link will be shared via email and SpiderBytes ahead of the event.

Faculty Senate Liaison Introduction and Goals, Mary Tate and Allison Johnson

Mary Tate gave a brief introduction. Allison and Mary outlined their goals for the upcoming year, including a plan to schedule events for faculty and staff to gather together for discussions, panels, social engagement, and other activities that will foster faculty and staff relationships across campus.

Council member expectations

Mark Stanton provided some examples of how council members can interact with their constituents to ensure USAC is serving to support and represent staff across the university.

Committees and Liaisons Updates

Council members were divided into sub committees based on responses from the interest survey distributed after the July meeting. The committee assignments are listed below. Committee chairs will contact committee members over the next couple of weeks to get a meeting on the calendar.

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

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

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

Plant Involvement Team: Paul Sandman and Frank McMurrough

The PIT will resume meeting this fall

Foodservice Involvement Group: Richard Thomas and Jeff Smith

The FIG will have their first meeting of the year in September

Faculty Senate Liaison to USAC: Mary Tate

Council Member Survey Results, Jessica Washington

Jessica gave an overview of the council member survey results, indicating the areas of interest that will help to inform our council programming for the next year.
**Budget Review, Jennifer O’Donnell**

Initial Budget: $5,875  
Expenditures YTD: $0  
Balance: $5875  

Expected expenses: TBD

**Gallery Comments**  
There were no gallery comments.

**Closed Session**  
The Council entered closed session at 2:19 p.m.

**Web Submissions, Jessica Washington**

August web submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online at usac.richmond.edu.

Susan Sokolsky moved to adjourn the meeting. The motion was seconded.  
Mark Stanton adjourned the meeting at 3:02 p.m.

The next meeting will be on Tuesday, September 8, 2020 from 1-3 p.m., virtual via Zoom.

*Respectfully submitted, Jennifer O’Donnell, Secretary/Treasurer*