

UNIVERSITY STAFF ADVISORY COUNCIL MEETING MINUTES

March 14, 2017, Tyler Haynes Commons 305

Members Present: Matt Barany (Vice Chair), Amy Gallagher, Slade Gormus, Beth Ann Howard, John Hurst, Jackson Knox, Ingrid Lasrado, Paul Lozo, Kirsten McKinney (Chair), Julie Neville, Brittany Schaal, Kate Sirc (Secretary), Cindy Stearns, Tara Stewart, Cassandra Taylor-Anderson, Harold Wainwright, Joseph Woodford

Nonvoting Members Present: Paul Brockwell, Carl Sorensen

Members Absent: Shannon Best, Barb Michaelson, Lynn Robertson, Heather Sadowski, Cindy Sharp

Kirsten called the meeting to order at 1:00 p.m. Minutes were approved via the listserv and posted online and on Box prior to the meeting.

Spider Day Celebration

Jennifer O'Donnell, Manager of Biology Laboratories, visited the group along with Tarrant the Tarantula, the Men's Basketball Teams living mascot. She provided a few fun facts regarding the species to honor Spider Day. The University has had Tarrant for 3 years, and since that time we have acquired an additional male tarantula plus six babies. A contest/vote is taking place as part of Spider Day to name the babies. Tarrant is available for appearance at events across campus, contact Jennifer if interested.

Paul Brockwell showcased the new Spider Pride Website, a regular round-up of stories featuring what makes us proud and happy to be Spiders. Stories will feature alumni achievements, new buildings on campus, sports news, history, and much more. The site also features an option to submit ideas for future stories.

Lastly, Kirsten presented Matt Barany with a gift to celebrate the Women's Swimming and Diving Atlantic-10 Championship as well as Matt earning Coach of the Year.

Proposal for Welcoming New Staff

Kirsten presented a proposal outlining a new, structured process to introduce new staff to USAC, since the group will no longer appear on the New Employee Orientation agenda. Every 2 weeks prior to an orientation, names of new employees and their supervisors will be sent to the USAC Volunteer Coordinator. The Volunteer Coordinator will distribute names to appropriate USAC representative who will reach out personally to the new employee (via office drop-in, invite for coffee, etc.) to get to know them and invite them to the next USAC meeting. We will try this plan for a few months, assess in June, then the new USAC leadership can determine the best way to move forward, adjusting this plan as needed. Beth Ann Howard moved to vote, Amy Gallagher seconded, and all voted in favor of the proposal.

Executive Committee Nominations

Beth Ann Howard gave an update on executive committee nominations. She received many nominations, and one person for each position accepted. The vote will take place in April.

New Talent Web Features

Carl Sorensen gave a walk-through of some new features in Talent Web he would like USAC members to test before they are launched to the larger campus community. Staff can create specific groups which can interact, share, and work together online. Groups are organized by an administrator and membership in a group can be monitored. There is also searchable space under each employee's profile to add interests, hobbies, and a resume. By encouraging employees to utilize this feature, HR can use this information to match employees with open positions on campus. Further, the new features may be able to fulfill the need for a staff "Experts

List” by allowing staff to publicize a certain skill set that may be of use to someone else (ex. A language, notary public, etc.). Carl’s hope is that USAC can use the first feature (an online community) to discuss the use of the second, thereby testing both.

Lastly, Carl introduced Bernadette Costello, the new Director of Talent and Organizational Effectiveness.

Committee Updates

- **Elections** – Nominations for the next USAC will take place March 27-April 10. Letters will be sent to division heads with current representatives, how many spots are open, and to thank them for their support. Voting will take place in May, and several events are planned to encourage good voter turnout: presence at the facilities cookout, Gelato Day, and a table at Springfest. Additional incentives include “I Voted stickers” and potentially a raffle prize.
- **Communications** – No new updates, the committee is ready to help with elections as needed.
- **Volunteers** – Brittany Schaal thanked the volunteers who signed up to work the USAC table at the upcoming Wellness Fair on March 22.
- **Affinity Groups** – The Executive Committee is meeting with Heather Sadowski on Monday to discuss affinity groups.
- **Executive Committee** – Kirsten and Matt worked with members of the faculty senate to review survey questions used to evaluate Deans. Also, in April the council will review and be asked to endorse the final version of the University strategic plan.

PIT (Plant Involvement Team)

Paul Lozo gave a summary of what was discussed at the last PIT meeting: potholes on campus as well as non-campus roads (Campus Drive and Boatwright Drive), additional recycling bins at Boatwright Library and Queally Hall, and whether or not there is a possibility of a future parking deck on campus. Lastly, it was asked if additional members of USAC would ever attend a future PIT meeting.

Web Submissions

Seven new web submissions were reviewed and discussed. Submissions and responses are posted as a separate document on usac.richmond.edu/meetings.

What’s Upcoming

Kirsten reviewed the next few months and some important items to keep in mind:

- March
 - Wellness Fair on March 22, 9am-4pm, in the Alice Haynes Room
 - Nominations for USAC representatives begins
- April
 - Vote for Executive Committee positions
 - Strategic Plan – final review and endorsement
- May
 - Spiders in the Know on May 18, 8:30-11am in Alice Jepson Theatre
 - USAC Elections
- June
 - Year-end celebration
 - Transition to next USAC

Announcements

The floor was opened for announcements:

The Women in Leadership group has recently launched a listserv and will meet Wednesday, March 22 at 8 a.m. in the Westhampton Center Living Room. For more information, staff can contact Elizabeth Schlatter.

The University will participate in a statewide Tornado Drill on March 21 at 9:45am. The drill is not mandatory but encourage. If you are unable to participate, departments are urged to review the tornado shelter locations in their buildings. UR Alert will be utilized fully for this drill (phone, text, email, social media, desktop alerts).

Closed Session

The Council entered into closed session from 2:09-2:40 p.m. No actions or votes were taken.

The Council adjourned at 2:40 p.m. The next meeting will be April 11, 2017.

Submitted by

Kate Sirc

Recording Secretary and Treasurer