

UNIVERSITY STAFF ADVISORY COUNCIL MEETING MINUTES

April 11, 2017, Tyler Haynes Commons 305

Members Present: Matt Barany (Vice Chair), Shannon Best, Amy Gallagher, Slade Gormus, Beth Ann Howard, John Hurst, Jackson Knox, Paul Lozo, Kirsten McKinney (Chair), Barb Michaelson, Heather Sadowski, Brittany Schaal, Cindy Sharp, Kate Sirc (Secretary), Cindy Stearns, Tara Stewart, Cassandra Taylor-Anderson, Harold Wainwright, Joseph Woodford

Nonvoting Members Present: Paul Brockwell, Carl Sorensen

Members Absent: Ingrid Lasrado, Julie Neville

Nonvoting Members Absent: Lynn Robertson

Kirsten called the meeting to order at 1:02 p.m. Minutes were approved via the listserv and posted online and on Box prior to the meeting.

Strategic Plan – Lori Schuyler and Jan French (Co-Chairs, Strategic Plan Steering Committee)

Lori and Jan shared the final version of the University's Strategic Plan, *Forging our Future, Building from Strength* and thanked USAC and the staff community for all the feedback during its development. Staff contributed through working groups, feedback sessions, department discussions, and through the website. The Steering Committee is very excited about the final plan, which includes updated mission, vision, and values (which spell SPIDER) in addition to the goals and initiatives. The plan, which builds upon *The Richmond Promise*, is intentionally open-ended in order for everyone to find opportunities to allow their work to support the goals.

Kirsten asked if anyone had any feedback they'd like to share regarding the final version, and Brittany Schaal commended everyone involved in developing the plan and highlighted the final draft inclusion of initiatives that encompassed valuing all members of the community.

Matt Barany proposed a resolution in support of the strategic plan. Brittany moved to vote on accepting the resolution, Cindy Stearns seconded. The members of USAC voted unanimously to accept the plan. The resolution is posted as a separate document on usac.richmond.edu/meetings.

USAC Executive Board Election

The Elections Committee received one nomination per open position. USAC has elected the following individuals to the Executive Board for 2017-2018:

- Chair: Brittany Schaal
- Vice Chair: Paul Lozo
- Secretary/Treasurer: Amy Gallagher

Election Committee Update

1. Nominations closed Monday 4/10 and we received a total of 59 unique nominees.
2. We will be contacting the nominees and asking them to fill out the nomination response form by May 3 if they accept their candidacy.
3. For divisions with two elections (Academic Affairs), we'll hold specific-seat elections the first week (May 15-22) and at-large elections the second week (May 23-31) so that unsuccessful candidates in the first will be eligible for the second. For divisions with only at-large elections, the voting will be open the whole time.
 - a. Multiple elections:
 - i. Academic Affairs
 1. School staffs – All
 2. School staffs – SPCS/Law
 - ii. Business Affairs (specific-seat elections will be held the week of April 24 for Dining and Facilities)
 1. Dining
 2. Facilities
 - b. Single election:
 - i. Athletics (has two seats: winner gets 2-year term, first runner-up gets 1-year term)

- ii. Advancement & Communications
 - iii. Enrollment Management
 - iv. Information Services
 - v. Student Development and Chaplaincy
4. Campus-wide voting events will be held May 23 (Gelato Day) and May 31 (Springfest).

Other Committee Updates

- **Communications** – Members from the Communications Committee attended a meeting with custodial staff to promote USAC nominations and upcoming elections.
- **Volunteers** – The committee successfully staffed the Wellness Fair on March 22, and looks forward to future requests.
- **Affinity Groups** – The Executive Committee met with Heather Sadowski and we are working to establish a procedure for groups on campus to apply for funding to host events, run programs, etc. surrounding a common interest. A formal proposal will be presented at the May meeting.
- **Executive Committee** – no updates.

PIT (Plant Involvement Team)

One item of new business was discussed at the last PIT Meeting. There is a concern the triangle curb at the gateway entrance is hard to see and it was suggested it be painted yellow. However, the curb is designed to be run over and it will not be painted.

Web Submissions

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

One additional comment was discussed that was not submitted through the website. There is a concern about the abundance of printed materials, specifically from Modlin and promoting the French Film Festival, Kirsten suggested contacting John Gunter in the Modlin Center and Francoise Ravoux-Kirkpatrick, co-director for the film festival, directly. Paul reminded the group employees can opt out of paper mailings through Bannerweb.

Other Announcements

Kirsten shared the happy news of the birth of Julie Neville's daughter and congratulated Harold on his recent marriage.

Kirsten reminded the group the June meeting will include our year-end celebration.

Brittany thanked everyone for participating in the Tornado Drill and providing feedback. Through UR Alerts, they were able to reach everyone but 6 people.

Shannon Best asked for an update on the status of the wayfinding study. Kirsten responded that the project is still moving and that there is a kiosk by the Queally Center that was installed as part of that project. Paul will take this back to Facilities.

Closed Session

The Council entered into closed session 1:53 p.m. No actions or votes were taken.

The Council adjourned at 2:40 p.m. following Committee Meetings.

Submitted by
Kate Sirc
Recording Secretary and Treasurer