UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
August 9, 2016 – 1-3 p.m. – Wilton Center, Multifaith Room

Members Present: Matt Barany (vice chair), Sonia Chop (recording secretary), Amy Gallagher, Slade Gormus, Beth Ann Howard, Jackson Knox, Ingrid Lasrado, Kirsten McKinney (chair), Barb Michelson, Julie Neville, Heather Sadowski, Brittany Schaal, Kate Sirc, Cindy Stearns, Tara Stewart, Harold Wainwright

Non-Voting Attendees: Paul Brockwell
Members Absent: John Hurst, Paul Lozo, Cindy Sharp, Cassandra Taylor-Anderson, Joseph Woodford

Kirsten McKinney called the Council meeting to order at 1:00 p.m. She welcomed Heather Sadowski and Slade Gormus from Student Development to their first USAC meeting.

Campus Communications Focus Groups (Kirsten McKinney)
John Barry, Vice President of University of Communications, is researching internal campus communication. He plans to involve Council members in focus groups scheduled for October. Members were asked to attend one session on either October 4 or October 18. Both sessions will be from 1-3 p.m. and the location is to be determined. If a member is unable to attend either date, then another staff member from that division should attend.

Amendment to the Representative Study Group Report (Paul Brockwell and Tim Meacham)
Members of the ad hoc committee met on July 28, 2016 to discuss the final part of its charge regarding term length of members and officers of USAC. There was no consensus regarding term lengths but there are ideas on improving continuity including encouraging staff members outside of USAC to attend meetings and engage in events. For officer positions, the committee recommends holding a “leadership boot camp” to continuing members that are exploring a future leadership opportunity within USAC. The final report is available online as a separate document.

Community Assistance Center Plan (Brittany Schaal)
The University of Richmond is developing a Communication Assistance Plan to assist it in the recovery from a mass casualty incident that exceeds the capacity of routine operational and support services. Should the University need to activate the plan, it would aid in the establishment of a Community Assistance Center (CAC).

A CAC is a physical location in which students, employees, families, and visitors can request assistance to recover from a critical incident. At this time, the Office of Emergency Management is looking for individuals that are interested and able to help staff a CAC, should one be needed. Individuals should be comfortable working in a high stress, emotionally charged environment, and have good organizational and communication skills. Specialized skill sets such as an Emergency Medical Technician or individuals with Adult or Child Care training are also helpful.

If you are interested in volunteering or have additional questions, please contact Brittany Schaal by Friday, August 26th. An informational session will be held later in the year to discuss training and other requirements.
Committee Updates

Executive: Kirsten shared results of the USAC survey administered at Staff Gelato Day that occurred on Tuesday, August 2 at Passport Café. There were 194 respondents and with 40% from Academic Affairs. 79% know that USAC meetings are open but 71% have never attended. The chart below details the number of participants from each division and preferred method of communication.

<table>
<thead>
<tr>
<th>Division</th>
<th>Total Respond</th>
<th>Email (%)</th>
<th>Postings</th>
<th>Announcement</th>
<th>In-Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>77</td>
<td>69 (89%)</td>
<td>7</td>
<td>9</td>
<td>14</td>
</tr>
<tr>
<td>Adv/UC</td>
<td>30</td>
<td>25 (83%)</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Athletics</td>
<td>11</td>
<td>9 (81%)</td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Business</td>
<td>30</td>
<td>23 (76%)</td>
<td>6</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Enrollment</td>
<td>12</td>
<td>12 (100%)</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>IS</td>
<td>17</td>
<td>16 (100%)</td>
<td>3</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Student Dev</td>
<td>15</td>
<td>12 (80%)</td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

In regards to meeting attendance, Kirsten reminded Council members that no more than 3 meeting absences are allowed during a 12-month period. If a member is unable to be present for a meeting but can attend via conference call, then arrangements can be made to have a speaker phone available for calling in. The executive board must be informed the week before a scheduled USAC meeting if a speaker phone is requested.

Affinity Groups: Carl Sorensen has held meetings with affinity group members and with Kirsten and Matt. Carl plans to respond with ideas regarding Affinity Groups and will share with the executive board. Kirsten is administering affinity group listservs in the meantime.

There were no updates from Communications, Elections, Volunteer & Engagement committees.

Web Submissions (Matt Barany)
Web Submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online.
- Construction projects
- Great Colleges to Work For
- On-campus notaries

Committee Meetings
The Council split into committees to discuss charges for the upcoming year.

Closed Session
At 2:30 p.m. the Council entered into Closed Session.

Hearing no other announcements, Kirsten adjourned the meeting at 3:00 p.m.

Respectfully Submitted, Sonia Chop, USAC Recording Secretary