UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
September 12, 2017 – 1-3 p.m. – Tyler Haynes Commons, Room 305

Members Present: Lisa Bayard, Stephanie Bernthal, Shannon Best, Jason Cope, Mika Elovaara, Dustin Engels, Amy Gallagher, Beth Ann Howard, Austin Leach, Pam Lee, Paul Lozo, Emily Martin, Julie Neville, Meg Pevarski, Rick Richardson, Heather Sadowski, Brittany Schaal, Tara Stewart, Cassandra Taylor-Anderson, Joseph Woodford

Non-Voting Attendees: Kirsten McKinney, Lynn Robertson, Carl Sorensen

Members Absent: Wendy Burchard

Non-Voting Absent: None

Brittany Schaal, Chair, called the Council meeting to order at 1:02 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members went around and said their favorite thing about working at the University of Richmond.

Meet the Provost, Jeff Legro, Executive Vice President and Provost: Brittany Schaal introduced Jeff Legro to the Council. He described his experience learning about the University, the potential he sees in the University being a world standard for being a liberal arts college, and his excitement to work towards furthering Richmond’s strengths as an institution.

Jeff’s plans for the upcoming year involve continuing to listen and learn as the University prepares to take the planning that has begun to the next level with the strategic plan. He is seeking ways to ensure cooperation and communication through the reorganization, giving attention to first year experience, faculty recruitment, and the integration of staff and faculty in the student experience.

Question from the council and guests included continued efforts of diversity in faculty, staff and students, foreseen challenges, and comments commending the focus on building on strengths rather than an additive model.

Threat Assessment Team, Dr. Steve Bisese, VP of Student Development, Dr. Pete LeViness, Director of CAPS: Dr. Bisese and Dr. LeViness explained the purpose and process of the threat assessment team. The team is a group of individuals from different areas of campus who meet when they receive information that a member of the community is in need of help. Their ultimate goal is care for the community member in distress and ensuring a safe environment for that individual and for the community. By having a team, they are able to gather and connect relevant pieces of information and make decisions as a unit.
The majority of reports they receive involve students but they are equipped to address concerns with any member of the UR community. The most common outcome is a referral to a resource for help.

The Council was encouraged to pass this resource on to colleagues. Everyone is encouraged to make a report if they have a concern for a colleague or other member of the University community. By reporting, you allow the Threat Assessment Team to decide if any action or provision of resources is necessary.

All information is confidential once it reaches the team. In an emergency call campus police 804-289-8911

Link to the form to convey a concern: https://cm.maxient.com/reportingform.php?UnivofRichmond&layout_id=10

**Budget Update, Amy Gallagher:** No update. Working with communications committee for purchasing giveaways and branding material before the Benefits Fair.

**Committee and Liaison Updates:**

- **Communications, Meg Pevarski:** The communication committee met last week. The committee is determining goals for the year and deciding how to focus our efforts. Ideas discussed were defining USAC, creating a tagline or FAQs, promotional items, new employee orientation process, and communication beyond electronic communication for all staff to be getting relevant information.
- **Elections, Pam Lee:** The committee met last week. We looked at election process and timeline. Conversations involved ways to get more nominations and voting participation.
- **Volunteer & Engagement, Tara Stewart:** We will have a table at the benefits fair. The council should be on the lookout for signups.
- **Faculty Liaison, Shannon Best:** The Faculty Senate meets next Friday. Shannon will be attending the meeting to learn, listen and start brainstorming on how to engage more with faculty.
- **PIT, Rick Richardson:** Three situations relevant to USAC were discussed at PIT. Paul will be emailing roundups to all facilities members to help with dispersion of information from USAC. Employees are not required to give out cell phone numbers for business use. Facilities has two way radios for communication. Lastly, there is concern about the cobblestones that are sitting low at Boatwright drive acting like a pot hole. But that road is maintained by the city.
- **FIT, Joseph Woodford:** Nothing to report.
- **HR, Carl Sorensen:** Working on benefits renewal.

**Web Submissions, Paul Lozo:**

Web Submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online.

Compliments: Grounds keeping for campus beauty and ability to enjoy it as a staff member.

Suggestion: Use of balloons on campus.
Announcements:

Happiness week is September 18-23. Recreation and Wellness is co-sponsoring this week with Human Resources, CAPS, and the Student Health Center. Monday event is hula hoop dance. Tuesday there will be an ice cream truck on campus. Wednesday the Richmond Animal League will be on campus. Thursday is craft day. On Friday Cigna EAP will have a session on the Secrets of Happiness. Saturday will cap it off with the Employee football game and tent party. Full details can be found at: http://employeewellness.richmond.edu/happiness-week.html

There is now a permanent prescription drop in the Special Programs Building. It can be used for safe disposal of old, expired, unused, and other medications. Items that are accepted include: prescriptions, prescription patches, prescription medications, prescription ointments, over-the-counter medications, vitamins, samples, medication for pets. Items that are NOT accepted include: hydrogen peroxide, inhalers, aerosol cans, lotions or liquids, medication from business or clinics, needles, thermometers.

Closed Session:

The council entered closed session at 2:38 p.m. No actions or votes were taken.
Dustin Engels moved to adjourn the meeting. The motion was seconded.
Brittany Schaal adjourned the meeting at 3:02 p.m.
Respectfully submitted, Amy Gallagher, Secretary/Treasurer