

UNIVERSITY STAFF ADVISORY COUNCIL MEETING MINUTES

October 11, 2016 – 1-3 p.m. – Tyler Haynes Commons, Room 305

Members Present: Matt Barany (vice chair), Sonia Chop (recording secretary), Amy Gallagher, Slade Gormus, Beth Ann Howard, John Hurst, Jackson Knox, Ingrid Lasrado, Paul Lozo, Kirsten McKinney (chair), Barb Michelson, Julie Neville, Heather Sadowski, Brittany Schaal, Cindy Sharp, Tara Stewart, Cassandra Taylor-Anderson, Harold Wainwright, Joseph Woodford

Non-Voting Attendees: Paul Brockwell, Carl Sorensen

Members Absent: Kate Sirc, Cindy Stearns

Kirsten McKinney called the Council meeting to order at 1 p.m. USAC meeting minutes from September were approved on September 12 and posted to the USAC website.

Vice President of Information Services and CIO (Keith McIntosh)

Julie Neville introduced Keith “Mac” McIntosh to the Council. He described his diverse leadership background and IS’s vision towards developing the 2017–22 Strategic Plan.

Questions from council members included technological challenges at UR, information on our security efforts, and how staff members are recognized in the office environment. Mac also shared there will be updates for our wireless systems starting in April/May with plans to finish by the fall 2017 semester. On staff recognition, he shared that to acknowledge praise in the workplace, he sends weekly summaries of activities and includes a “kudos” section for colleagues.

Open Enrollment (Laura Dietrick)

Information Sessions for Open Enrollment will be held throughout October; [click here](#) for dates and times. [Open Enrollment](#) will take place from October 31-November 11. All employees must complete online Open Enrollment in BannerWeb, even if no changes are being made.

Effective January 1, 2017, Cigna will be the University’s new medical insurance provider; [click here](#) for more information on Cigna. Use the [medical insurance comparison tool](#) to help you determine the best health plan for you and your family.

The November benefit fairs will take place on November 3, 9, and 11 from 9 a.m.-4 p.m. at the Weinstein Center for Recreation & Wellness basketball courts. Flu shots will be available for all active employees and their spouses/same sex domestic partners; you can [pre-register](#) or walk-in. Employees will earn two free movie tickets by participating in the [RealAge Test and Biometric Screening](#).

UR Well Employee Incentive Program (Heather Sadowski)

There is a new [Incentive Program](#) available to full-time employees. The program will take place from January 1-December 31, 2017. Submit your completed [form](#) to Heather (hsadowsk@richmond.edu) or via campus mail to Recreation & Wellness to verify participation and \$100.00 will go into your next paycheck (taxes will apply). Participants will need to start the process by taking the RealAge Test and Biometric screening as mentioned above. New hires in 2017 will need to go through the [W.O.W. Program](#) to initiate their involvement in the incentive.

Holiday Parade Participation (Paul Lozo)

The annual [Dominion Christmas parade](#) will take place on Saturday, December 3. The theme this year is “Christmas at the Movies”. University Facilities needs volunteers for float decoration and parade participation. On December 3rd, the parade will move from the Science Museum of Virginia down Broad St. to Seventh St. and participants will need to arrive by 9:30 a.m. The parade concludes around 1 p.m. If you wish to participate with decorating the float or walking in the parade, please contact plozo@richmond.edu.

Committee Updates

Executive: USAC was asked to solicit nominations for the Quality Enhancement Plan (QEP). The co-chairs of the QEP chose four staff members to serve on the following committees:

- *QEP Steering Committee*: Sunni Brown (University Communications) and Denise Smith (Office of Alumni and Career Services)
- *QEP Selection Working Group*: Terry Dolson (Center for Civic Engagement) and Krittika Onsanit (International Education)
- Staff chosen to serve on the *QEP Development Working Group* will be announced at a later date.

Focus Groups on Internal Communications: The first focus group on internal communications was facilitated last week by John Barry and seven USAC members. The remaining USAC representatives will participate in another focus group on Tuesday, Oct. 18.

USAC is working with the President’s Office to schedule an open forum in November that will focus on the work of the strategic plan working groups; date TBD.

Communications: Committee plans to push USAC Facebook page to constituents and they are working on new promotional items with Volunteer & Engagement.

Elections: No update

Volunteer & Engagement: Committee is creating a matrix on how to determine USAC participation in events on campus.

Affinity Groups: Caregiving had a Medicaid session in September that 6 people attended. Medicare is scheduled on October 19. You can register on UR Talent Web or show up on the day of event.

Web Submissions (Matt Barany)

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

- *Internal Job Postings*
- *Compensation*
- *USAC/Title IX*
- *Title IX Forum*
- *Massage Scheduling*
- *Staff Expression*
- *Labor Day*
- *Biking Boatwright*
- *Open Enrollment Information*
- *Algae in the Lake*
- *Vacation Days*

Announcements: There were no announcements made.

Committee Meetings: Council split into committee groups to discuss goals and charges.

Closed Session

There was discussion regarding staff nominations process for University committees. Employees can email usac@richmond.edu to submit nominations. Hearing no other concerns, Kirsten adjourned the meeting at 2:53 p.m.

Respectfully Submitted, Sonia Chop, USAC Recording Secretary