

UNIVERSITY STAFF ADVISORY COUNCIL MEETING MINUTES

December 13, 2016, Tyler Haynes Commons 305

Members Present: Matt Barany (Vice Chair), Shannon Best, 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, Kate Sirc, Cindy Stearns, Tara Stewart, Cassandra Taylor-Anderson, Harold Wainwright, Joseph Woodford

Nonvoting Members Present: Paul Brockwell, Carl Sorensen

Members Absent: Cindy Sharp

Kirsten called the meeting to order at 1:01 p.m. Minutes were approved via the listserv and posted electronically prior to the meeting.

The chair acknowledged this meeting marks the 16th anniversary of the Council, which first met in December 2000. Kirsten welcomed Shannon Best, who joins USAC to fill a vacancy for an unexpired term occasioned by Sonia Chop's leaving the University. Kirsten also welcomed back Kate and congratulated her on the birth of her son.

Officer Election: Recording Secretary

Kirsten reported one nomination for Secretary to replace Sonia Chop as recording secretary. She opened the floor for additional nominations. Hearing none, Jackson Knox moved that the Council elect Kate Sirc as recording secretary; Paul Lozo seconded. The election was unanimous. Kate will begin her service in January.

Bylaws Amendment

The parliamentarian, Beth Ann Howard, moved the Council reconsider the bylaws amendment introduced at last month's meeting to formalize treasury duties as part of the secretary's role and clarify financial and budgeting operations for council. During brief discussion, Paul offered a friendly amendment to replace "appointed" with "elected" in the article on finances to accurately reflect the method for selecting officers.

Brittany Schaal moved we adopt the amendment as edited, Cindy Stearns seconded. The motion carried unanimously.

Discussion of Strategic Plan

The Council discussed the draft goals and initiatives for the strategic plan. A letter from the chair and vice chair was distributed and read aloud. Comments were received from guests in the gallery. The Chair asked for feedback on the letter by Monday. Beth Ann Howard moved that the Council vote to show its support of the letter, Slade Gormus seconded. The motion carried unanimously. Matt Barany, vice chair, also encouraged all to submit feedback online before the break.

Committee Updates

- **Executive** - Kirsten informed the Council that Human Resources no longer needs Council members to present at new employee orientation in a shift to emphasizing more wellness-related content. Our outreach card will be provided, and we are invited to pursue other ways to engage with new employees. Discussion followed and will continue in January.
- **Communications** – No updates, but the committee will be meeting soon.
- **Elections** – Beth Ann offered a report of the committee's work. This semester, all divisions will have an election this spring. Efforts will focus on increasing turnout in Facilities, which had the lowest turnout. The committee decided to not pursue a universal password. This spring, they will put information in breakrooms and by time clock areas. We also plan to have multiple voting events to do outreach and encourage participation. We need to create a script for why USAC matters and why people should vote. Kirsten mentioned we also have the option to do another gelato day to encourage voting.
- **Volunteer and Engagement** – Brittany thanked her committee and members for their help with the benefit fair, the parade and stuffing 48 stockings full of donated goods from staff at the Winter Fest. She's planning for meetings in 2017.
- **Affinity Groups** – Heather announced that Caregiving had a great event with Virginia Assistive Technology in November with 17 attendees; Choice Connections will be in the Jepson Lounge on 12/14 noon to discuss housing for seniors. Next week, the URWell Employee administrative team will meet to discuss caregiving, affinity groups and where to move forward in 2017.

Web Submissions

Seven web submissions were reviewed and discussed. The web submissions and full answers are posted as a separate document on usac.richmond.edu/meetings.

Announcements

The floor was opened for announcements:

- Brittany Schaal reported that Desktop Alert software will be delivered to Windows computer systems in the same manner as normal updates and patches are installed, through the use of the SCCM management tool. This installation process requires no interaction from the computer user, and will not cause the machine to restart. Apple (Mac) computer systems will have the ability to install the client using the Self Service application.

Closed Session

The Council entered closed session from 1:55 to 2:51 p.m. No actions or votes were taken.

The Council adjourned at 2:51 p.m. The next meeting will be Jan. 10, 2016.