

**UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES**

August 13, 2019 – 1–3 p.m. – Wilton Center, Multi-Faith Room

Members Present: Michele Bedsaul, Ashelle Brown, Meriwether Gilmore, Roseanne Ibanez, John Jacobs, Josh Jeffreys, Allison Johnson, Rhonda Lambert (secretary/treasurer), Alison McCormick, Joe Minick, Nick Minnix, Paul Sandman, Beth Simms, Travis Smith (vice chair), Mark Stanton, Richard Thomas, Jessica Washington and Melody Wilson (chair)

Non-Voting Attendees: Carl Sorensen

Members Absent: Chaz Coleman, Priscilla Greene, Jennifer O'Donnell and Michael Torquato

Non-Voting Absent: Wendy Burchard (ex-officio)

July minutes were approved electronically via the listserv and posted online.

Melody Wilson, chair, called the Council meeting to order at 1:01 p.m.

Guest Speakers

Laurie Melville, Sr. Associate VP of Finance and Controller, provided an abbreviated presentation of the new financial policies. The policies were created with a focus on responsible stewardship and the UR values statement.

- Resources should be used towards core tenants, as a business purpose, resulting in an appropriate and necessary expense. Employees want to do the right thing. The policies provide the guidance needed. Please check spider bytes for campus forums offered in August and September. To view all financial policies to date, please check this website: <https://policy.richmond.edu>.
- Chrome River is the new online travel T&E system that will eventually replace the current T&E reimbursement process in Banner Web. Leadership anticipates really good things to come from this first attempt at electronic routing and approvals.

Carl Sorensen, Sr. Associate VP of Human Resources, provided an update of the Career Framework Initiative.

- Open sessions were offered over the last few weeks. The initiative began in the Summer 2017 with a consultant and internal steering committee, followed by research with peer institutions. There were community presentations including USAC. The goal is for every position to have an updated job description by Spring 2020. Additionally, recommendations for titles across campus and compensation guidelines are in progress. For detailed information as the initiative continues to develop, please check this website: <https://careerframework.richmond.edu>.

Department Updates and Announcements

USAC Member Presentations, *Melody Wilson*

Council members indicated they were looking forward to the opportunity to better understand the other areas on campus and how the University operates through their participation on USAC. As such, at each of the remaining 2019-20 USAC meetings, council members will have a chance to provide brief 5-10

minute presentations on their respective division/department or the job they perform for the University during USAC meetings.

Council members around the room shared the following:

Advancement: Wrapping up FY19 gifts; upcoming events in collaboration with the President's Office

Athletics: Roster management, focusing on academic benchmarking compliance

CAPS: open for the fall semester, with the busiest few weeks ahead

CCE: visiting community partners regarding upcoming volunteer opportunities; new annual report

Chaplaincy: preparing to welcoming students; recruiting students for pilgrimages next year

Communications: refreshing websites; multi-media projects are almost booked for the semester

Dining Services: training on new recipes and nutritional needs, new staff orientation

Facilities: summer dorm and apartment projects completed; sustainability partnership – rethink waste

Human Resources: Please read the URHR newsletter; department helping during student move-in day

Information Services: Implementing ITSM (Information Technology Service Management) portal; IT Governance

Jepson School of Leadership: Fall lecture series announced; preparing for new faculty positions

Landscaping: eco-corridor trail repavement preparation

Richmond School of Law: International students have arrived; the incoming class has achieved the highest GPA in history

Boatwright Library: new service desk; preparing for the fall semester and recovering from recent flooding

Planning and Budget: Banner finance training development

Police: very busy time; finished summer training; preparing for the fall semester

Robins School of Business: gearing up for the MBA residency program

Budget Review, Rhonda Lambert

Starting: \$5,875

Spent YTD: \$114 (new council member magnetic name tags)

Balance: \$5,761

Expected expenses: boxed lunches for September workshop; 20th anniversary celebration; faculty/senate mixer

Committees and Liaisons Updates, Melody Wilson

2019-20 Committees were announced after receiving council member feedback, as follows:

Communications committee: Alison McCormick (Chair), Ashelle Brown, Michele Bedsaul, Paul Sandman, John Jacobs, Rhonda Lambert, Rosanne Ibanez

Elections committee: Nick Minnix (Chair), Beth Simms, Joseph Minick, Josh Jeffreys, Chaz Coleman, Michael Torquato

Engagement committee: Meriwether Gilmore (Chair), Allison Olivia Johnson, Jennifer O'Donnell, Jessica Washington, Mark Stanton, Priscilla Greene, Richard Thomas, Melody Wilson

Gallery Comments

Maya Vincelli suggested additional language be used to help guide staff with the recently updated online authentication web submission form.

Closed Session

The Council entered closed session at 1:22 p.m.

Proposed Bylaws Change, Travis Smith

Remove the Workplace Environment Committee from USAC Bylaws Article VII, Section 1 (c)

The proposal, from Executive Committee, is to eliminate the Workplace Environment Committee and replace this committee's functionality with the USAC group at large. In an effort of "constant quality improvement" the aim is to promote greater awareness, discussion, and transparency of the web sub process among all council members.

- *The Workplace Environmental Committee will cease existence and will be replaced by the USAC group at large.*
- *USAC, in closed session, shall review and discuss website submissions (known generally as web subs) as a group in its entirety and make recommendations and comments to USAC Executive Committee.*
- *The Executive Committee, where needed, will forward web subs, with council feedback, on to the campus entity that would best answer the submission and publish the results on the web sub webpage.*
- *The Executive Committee will reserve the right to act more expediently on matters of time sensitivity, fraud, danger, confidentiality, etc. and that will be reported to council at large at the next following council meeting. This includes investigating said submissions.*
- *Web subs will be sent to council via the USAC listserv one week prior to the monthly meeting so that members can solicit their constituents' feedback and share it during the council meeting.*

A motion was made and seconded to vote on the removal of the Workplace Environment Committee from USAC Bylaws. The motion passed unanimously with 18 members present.

Web Submissions, Travis Smith

August web submissions were reviewed and discussed. A working group was formed to research and prepare formal recommendations to University Leadership on the web submission related to paid time off for community engagement. Web submissions and full answers are posted as a separate document online at usac.richmond.edu.

Paul Sandman moved to adjourn the meeting. The motion was seconded.

Melody Wilson adjourned the meeting at 2:59 p.m.

The next meeting will be on Tuesday, September 10, 2019 in the Multi-Faith Room in the Wilton Center.

Respectfully submitted, Rhonda Lambert, Secretary/Treasurer