

UNIVERSITY STAFF ADVISORY COUNCIL MEETING MINUTES

September 10, 2019 – 1–3 p.m. – Wilton Center, Multi-Faith Room

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

Non-Voting Attendees: Wendy Burchard (ex-officio), Carl Sorensen

Members Absent: Richard Thomas

Non-Voting Absent: None

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

Melody Wilson, chair, called the Council meeting to order at 1:00 p.m.

Guest Speaker

Natalia Greene and Emily Phaup of Parking and Transportation presented on the UR Downtown transportation changes.

- On September 9th an email went out to the UR community announcing the Uber Pilot Program, which begins Monday, September 16th and will run through Friday, December 20th.
- The UR Downtown shuttle will stop operating on Friday, September 20th.
- Faculty, students and staff must set up their own UR account through the app or via a computer.
- There is no fee to set up an account. You do not have to enter any credit card information.
- The instructions are found here: <https://transportation.richmond.edu/bus-shuttle/uber.html>.
- The Spider Mall Crawl will continue service on Saturdays and Sundays.

Department Updates and Announcements

USAC Member Presentations, *Melody Wilson*

As a reminder, in an effort to better understand areas across campus, council members will have a chance to provide brief 5-10 minute presentations on their respective division/department or job responsibilities during USAC meetings for the remainder of the 2019-20 term. Nick Minnix and Jessica Washington will present at the October meeting.

The Sharp Viewpoint Series will begin on September 24th featuring Sarah McBride, who will discuss Advancing Trans Equality on Campus and Across the Country. Series information and registration is found here: <https://www.richmond.edu/sharp/>

The following council members offered updates:

Admission: The recent Preview Richmond was a success with many families visiting our campus

Advancement: Collaborating with departments event welcoming Dean Quinones

CAPS: This is Suicide Awareness Week; students will be tabling around campus

Dining Services: Terry Baker, our new Food Service Director began this week

Information Services: IT Governance will roll out in less than one month

Jepson School of Leadership: The Marshall Lecture series begins this week

Landscaping: The landscaping department is fully staffed

Boatwright Library: off to a smooth start of the fall semester

Budget Review, Rhonda Lambert

Starting: \$5,875

Spent YTD: \$114 (new council member magnetic name tags)
\$63.25 (table tents for monthly meetings)
\$7.50 (Rhonda/Jennifer mentorship meeting)

Balance: \$5,60.25

Expected expenses:

\$230 (boxed lunches for September workshop);
\$220 (gray card vouchers for mentorship)
\$200 (USAC October photography)
\$460 (StrengthsFinders)
\$2000 (20th Anniversary Celebration)
\$2000 (Spring Faculty/Senate mixer)
\$350 (SimplyVoting.com)

Committees and Liaisons Updates, Melody Wilson

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

The USAC Communication Committee will be modifying the language for the web submission webpage to inform users that authentication is now required but that it is still optional to include your name and contact information. Language and links to the grievance process and compliance office will be included on the page as well.

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

The committee plans to meet and will provide an update at the October meeting.

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

The committee has not yet met.

Faculty:

We are awaiting confirmation on the 2019-20 representative.

Food Service Involvement Team:

They are in the process of confirming representatives at all locations.

Plant Involvement Team:

After consistently experiencing problems for some time, they are searching for a new vendor.

The physical plant parking lot is being repaved.

After a productive summer, large equipment is being cleaned up and stored.

Gallery Comments

There were no gallery comments.

Closed Session

The Council entered closed session at 1:25 p.m.

Web Submissions, *Travis Smith*

September web submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online at usac.richmond.edu.

August web submissions have been updated. Please refer back to the separate document previously shared.

Dr. Betty Neal Crutcher spoke with USAC members on Cross-Cultural Mentoring: Continuous Caring for the Beloved Community at the University of Richmond. Dr. Crutcher presented pathways to help increase communications for building bridges in UR cross-cultural relationships.

Travis Smith 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, October 8, 2019 in Tyler Hanes Commons, Room 348.

Respectfully submitted, Rhonda Lambert, Secretary/Treasurer