

**UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES**

October 8, 2019 – 1–3 p.m. – Tyler Hanes Commons, Room 305

Members Present: Michele Bedsaul, Ashelle Brown, 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, Allie Ware, Jessica Washington and Melody Wilson (chair)

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

Members Absent: Meriwether Gilmore, Rosanne Ibanez, John Jacobs, Nick Minnix, Michael Torquato

Non-Voting Absent: None

September 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 Speakers

Keith McIntosh, VP of Information Services presented on the Information Technology (IT) Governance initiative.

- This is a critical initiative because over the years IT has become an expensive resource. Ten years ago we had approximately 100 enterprise applications on campus; today there are approximately 300 and we cannot sustain that type of growth. It is a best practice across industries. One of the core benefits will include clear pathways to bringing technology to campus.
- Complete information can be found here: <https://itgovernance.richmond.edu/>

Carl Sorensen, Sr. Assoc VP of Human Resources and Laura Dietrick, Director of Benefits and Compensation, presented on 2020 Open Enrollment and the TIAA Debt Relief Program

- Post cards were sent to all employee homes last week. Everyone is encouraged to attend one of the open sessions on October 23, 24, 29 or November 1. Benefits Fair dates are November 7, 13 and 15.
- HR's website will be updated 10/14: <https://hr.richmond.edu/benefits/insurance/index.html>
- We have not had a design change to the insurance plan in over 10 years.
- New voluntary insurance policies are available for any eligible employees, including hospitalization and accidental death.
- UR has partnered with TIAA to help full-time employees manage their student loan debt. The fee is waived for this pilot program through 12/31/19. More information can be found here: <https://hr.richmond.edu/benefits/work-life/savi.html>

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. Jessica Washington presented on her role in the Bonner Scholars Program, as well as other programs within the Center for Civic Engagement.

Mentoring Program – *Rhonda Lambert*

Building upon the presentation from Dr. Betty Neal Crutcher last month, a copy of one of her published [articles on cross-cultural mentoring](#) along with dining vouchers will be provided to each council member to conduct two mentoring sessions.

USAC Council Faculty Senate Mixer – *Rhonda Lambert*

Plans have come together for this wonderful event at the end of the month. President and Dr. Crutcher have graciously offered to host the event again this year. Invitations were sent to all council members with a reminder that this is a great opportunity to engage with our faculty senate, as it supports one of our 2019-20 goals: Create opportunities to celebrate and showcase the value of and respect for staff and faculty in our campus community.

The Sharp Viewpoint Series – *Melody Wilson*

Michele Norris will speak on The Race Card Project: Observations on Race, Identity and Inclusion on November 12. There is an opportunity for a limited number of council members to participate in a campus discussion with Ms. Norris. Council members were encouraged to create their own card in preparation for this event.

More information on the project can be found here: <https://theracecardproject.com/university-of-richmond/>

More information and registration for the event can be found here: <https://www.richmond.edu/sharp/>

The following council members offered updates:

Advancement: Thank you to all business units across campus that helped make Family Weekend successful.
A&S: A new staff governance process is in place. A compliance biosafety committee has recently formed.

Athletics: Allie Ware was introduced as the new member replacing Chaz Coleman due to his recent departure from the university. There is a focus this fall in helping coaches with recruitment efforts.

Communications – Spider Day is November 1. Show your spider pride and please use social media to support this event being celebrated across the country. Be on the lookout for a save-the-date, launch video, and a reminder on our listserv.

Dining Services: Successful family weekend; planning for a conference arriving in July 2020;

Employee appreciation day for food service workers was a success.

Human Resources: Career Framework and Open Enrollment has everyone busy. The Performance Management process is being evaluated.

Information Services: IT Governance has been launched and Information Services is currently working on 120 technology projects.

Jepson School of Leadership: Focused on the competitive application process, receiving approximately 150 applications for 100 slots this year.

Facilities and Landscaping: Eco-corridor bridge construction is complete. Finishing up water lines that will serve the new community garden area and drinking fountains.

Planning and Budget: Pre-planning for the 2020-21 budget process. Please also see the recent spiderbyte on sustainability that ties into one of our goals.

Procurement: Focused on Chrome River testing and implementation and working with Internal Audit and Finance on an e-signature policy. Participating in the upcoming Small Women and Minority business event that will potentially bring in opportunities with UR.

Boatwright Library: Excited about the MRC, TLC and Faculty Hub space transition.

Student Development and Chaplaincy: Very busy with an estimated 16 weekly events this semester and currently supporting the High Holidays. The Weinstein Rosenthalm Forum was successful.

Center for Civic Engagement: Partnership with International Education on the Future Cities and the Environment project that creates study abroad opportunities for students that aren't typically able to do so. Staff are asked to encourage 1st year students to apply. CCE fall break activities are open to staff and faculty, which include an on-campus service project.

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: \$5,690.25

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

Alison completed Cascade training and anticipates updating the language on the web submissions page soon. Facebook has been updated regularly.

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

The committee has set a time line for the upcoming year.

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

The committee is tasked with coordinating the arrangements for the USAC 20th Anniversary Celebration. They will be seeking volunteers for the upcoming Benefits Fair in November.

Faculty Senate Liaison to USAC:

Mary Finley-Brook is our 2019-20 Faculty Senate Liason.

Foodservice Involvement Team:

New acronym, changing 'team' to 'group' resulting in FIG. Their first meeting a few weeks ago was well attended. They are discussing improvements for the spring.

Plant Involvement Team:

The group met last week. Paul explained how USAC can be helpful to staff and encouraged them to view the website. There are many in-house discussions. The police department will be increasing enforcement of speed limits, stopping for pedestrians at crosswalks and not rolling through stop signs.

Gallery Comments

There were no gallery comments.

Closed Session

The Council entered closed session at 2:51 p.m.

Web Submissions, *Travis Smith*

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

Mark Stanton moved to adjourn the meeting. The motion was seconded.

Melody Wilson adjourned the meeting at 3:04 p.m.

The next meeting will be on Tuesday, November 12, 2019 in Tyler Hanes Commons, Room 305.

Respectfully submitted, Rhonda Lambert, Secretary/Treasurer