

**UNIVERSITY STAFF ADVISORY COUNCIL  
MEETING MINUTES**

November 12, 2019 – 1–3 p.m. – Tyler Hanes Commons, Room 305

**Members Present:** Michele Bedsaul, Ashelle Brown, Priscilla Greene, John Jacobs, Allison Johnson, Rhonda Lambert (secretary/treasurer), Alison McCormick, Joe Minick, Jennifer O'Donnell, Paul Sandman, Beth Simms, Travis Smith (vice chair), Mark Stanton, Richard Thomas, Allie Ware, and Melody Wilson (chair)

**Non-Voting Attendees:** Wendy Burchard, Carl Sorensen, Mary Finley-Brook (faculty liaison)

**Members Absent:** Meriwether Gilmore, Roseanne Ibanez, Josh Jeffreys, Nick Minnix, Michael Torquato, Jessica Washington

**Non-Voting Absent:** None

October 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**

**Nancy Propst, CAP, Administrative Coordinator for Geography & Interdisciplinary Programs,** presented on Soft Plastic Recycling

- UR is collaborating with local company Trex to recycle soft plastics (plastic bags, case wrappings, ziploc bags, air pillows from packaging) each week. This company creates patio and deck furniture out of recycled plastic.
- Facilities staff and sustainability interns are collecting/sorting items each week. Facilities staff weighs and delivers the product each week to a local grocery store for bailing.
- Once we reach the goal of taking 500 pounds by May 1, 2020, UR will receive a bench made of recycled soft plastic products. We could place the bench along the new trail in the eco-corridor. If the program catches on here, perhaps we could set new goals for additional benches.

**Kristine Henderson, Director of Compliance and Title IX Coordinator,** presented on Reporting Ethics and Compliance Concerns

- We have to follow the law and policies of the University. We want to do the right thing for the right reason, which is where the ethics and integrity come in.
- Higher compliance results in higher employee satisfaction. The majority of situations are a result of people not being aware of the right thing to do.
- The UR Code of Organizational Ethics and Integrity is our values statement
- In addition to staff and faculty, students can also report a concern. Research misconduct is the most common reported.
- Kris often collaborates with Human resources for resolution.

- HR business partners can make a determination as to what is going on in the environment that can be addressed and are prepared to take action if someone is in an inappropriate situation. When necessary, the business partner will discuss the situation with Carl Sorensen.
- Misconduct is not enforceable via the compliance office. If someone is behaving in a way that HR decides is not acceptable, HR can set expectations for improvement. HR does have the ability to help people.
- The policy speaks to protected classes because that is what the law is (bullying is not illegal)
- Complete information can be found here: <https://www.richmond.edu/compliance/>
- An on-going policy depository is available here: <https://policy.richmond.edu/library/index.html?>

**Heather Sadowski, Director of Health Promotion and Slade Gormus, RN-Health Promotion and Peer Education**, presented on the Momentum Towards Becoming a Tobacco-Free Campus

- The initiative transforms the current policy of not smoking in University vehicles or within 25 feet in front of a building entrance to not using any tobacco on the entire campus property.
- Tobacco 21 law as of July 1, 2019 no possession and sale is permitted; FDA tobacco use definition – included vape; anything with nicotine
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- VCU went tobacco-free July 1 and RMC November 1, 2019.
- Approximately 2,000 campuses have moved to a tobacco-free policy since 2012
- UR joined Healthy Campus 2020 2017. This is an initiative by the American College Health Association to help guide universities on what can increase the health and wellness of a campus.
- There is a Well-Being Strategic Plan, and compliance subcommittee in place. They will be transparent in education, providing support to current tobacco users, and communication.

**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. Ashelle Brown presented on her role in Human Resources (HRIS/Solutions Center, Learning and Development, Benefits and Compensation and HR Consulting), as well as other programs within Human Resources.

**Mentoring Program** – *Rhonda Lambert*

Please meet with your mentee/mentor with Winter Break.

The following council members offered updates:

*Communications – The Spiders helping Spiders annual giving campaign is 11/19/19 – 11/26/19. Funds will benefit Career Services and the Student Emergency Fund. Small amounts help fill in the gap in life changing situations. For example, a family member suddenly ill can result in redirected resources for the family, leaving a student stuck in another country not able to afford returning to campus.*

*Enrollment Management – Staff in Queally Hall are attempting to reduce bottled water usage by installing two water fountains with plans to purchase biodegradable cups to reduce waste in the landfill.*

*Facilities & Landscaping – Congratulations to John Whitty on his promotion to supervisor!*  
*Human Resources – Open Enrollment ends Friday, November 15. There are two additional Benefits Fairs, Wednesday November 13 and Friday, November 15.*  
*Information Systems – Spider TechNet has rolled out. You can submit a ticket, request a project and monitor progress. Complete information can be found here: <https://spidertechnet.richmond.edu/TDClient/1955/Portal/Home/>*

**Budget Review**, Rhonda Lambert

Starting: \$5,875

Spent YTD:

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 (20<sup>th</sup> 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

Website modifications were made: condensing buttons and linking to compliance policies regarding submissions. Language was added to clarify information remains secure; personal data will be redacted; entering net ID and password are safe.

Under consideration is reviving USAC in the Cellar, an opportunity for staff to informally get together to a few years ago.

Please like the USAC page on Facebook!

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

The committee is making progress on their election cycle timeline.

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

The committee is working on the arrangements for the USAC 20<sup>th</sup> Anniversary Celebration.

**Faculty Senate Liaison to USAC:**

Mary Finley-Brook will work on the 'day in the life' reciprocal staff presentation for the faculty senate.

**Foodservice Involvement Team:**

No update at this time. (Richard departed early in acceptance of an invitation to attend a session with Michele Norris prior to the Sharp Speaker Series event that evening.)

**Plant Involvement Team:**

There was a lot of discussion on open enrollment and changes to the plan. Managers/supervisors helped employees access the ALEX tool on computers.

**Gallery Comments**

There were no gallery comments.

**Closed Session**

The Council entered closed session at 2:31 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](http://usac.richmond.edu).

Rhonda Lambert 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*