

**UNIVERSITY STAFF ADVISORY COUNCIL  
MEETING MINUTES**

December 10, 2019 – 1–3 p.m. – Tyler Hanes Commons, Room 305

**Members Present:** Meriwether Gilmore, Priscilla Greene, Roseanne Ibanez, 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:** Michele Bedsaul, Ashelle Brown, Josh Jeffreys, Jessica Washington

**Non-Voting Absent:** None

November 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**

**Lisa Miles, Associate Director, Common Ground,** presented on the 2020 Martin Luther King (MLK) Day

- While this is an official UR holiday, there are 'day on' service opportunities on campus and in the community. Employees and their families are encouraged to participate and attend the commemoration ceremony at the end of the day. Please be on the lookout for posters and spider byte announcements after winter break.
- Complete information can be found here:  
<https://commonground.richmond.edu/programs/mlk/index.html>

**Shana Sumpter, Director of Information Security,** presented on CrowdStrike

- This product, procured to replace Sophos, will identify and block the virus as well as send an alert to campus security. It is less resource intensive than Sophos.
- Phase one will roll out in January and phase two in February. Information Services will uninstall Sophos once they confirm everything is working. Please do not uninstall Sophos on your own.
- For your personally owned computer at home, you will need to find a different antivirus product for your home computer. IS can help you find another provider. Our contract expires 6/30/20.

**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 presented on her role in Richard S. Reynolds Graduate School of Business, MBA programs.

**Sharp Viewpoint Series – Michele Norris Bridge Box Workshop Observations** were provided by members Allison Olivia Johnson, Nick Minnix, Jennifer O’Donnell, Mark Stanton and Richard Thomas

- Members were encouraged viewing the site and creating their own race card.
- Tables received race cards and discussion prompts. The in-depth discussion with students, faculty and staff prior to Michele Norris’ presentation helped provide an understanding privilege and being exposed to race in the world and the role race places into it.
- The interactive activities prompted great discussions. It was eye opening to view other cards.
- The session helped shape a thought process of working towards building bridges rather than a desire to change someone else’s perspective;
- It would be great do have campus wide engagement in this activity, or as a council.

The following council members offered updates:

*Academic Affairs – very busy exam time*

*Advancement – busy time soliciting and processing calendar year-end gifts with staff members working over winter break*

*Athletics - commitments are signed for 2021 class; basketball is off to a good start*

*Communications – Our annual holiday video will be released next week.*

*Dining – A few recent large events included a student dinner and retirement celebration They are working on spring regular and event menus.*

*Enrollment Management – busy scholarship application review time; early decision has gone out with additional decision deadlines in January.*

*Facilities & Landscaping – Exterior decorations are up across campus. Inclement weather preparedness is a priority.*

*Converting equipment from lawn care to snow plows is a big project.*

*Faculty Liaison – working to coordinate the ‘day in the life’ presentation exchange between USAC and Faculty Senate for the spring*

*Human Resources – The new compensation specialist and director of talent and organizational effectiveness are hired.*

*Information Systems – The data center will work over winter break. IT Governance and SpiderTechNet are underway.*

*Library – full exam mode*

*Police – there is a slight increase of stress calls*

*Student Development & Chaplaincy – Study break for the soul; tomorrow meditation sessions between 11:00am -1:00pm will be led by Kathleen Skerrett (Brown Alley)*

### **Budget Review, Rhonda Lambert**

Starting: \$5,875

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

\$7.50 (mentorship meeting)

\$200 (Photography session)

Balance: \$5,553.50

Expected expenses:

\$220 (mentor vouchers)

\$750 (20<sup>th</sup> Anniversary Celebration)

\$460 (StrengthsFinders)

\$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

Working on getting the photos updated for the website

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

Executive Committee nominations will be held in January. Please consider serving for the next term. Nominations will close at the end of February, followed by candidate statements and a vote. Formal announcements are slated for April, as transition work begins with the current Executive Committee. Position descriptions are available in the by-laws.

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

Meriwether thank you for benefits fair and winter celebration volunteers. The 20<sup>th</sup> was a lot of fun!

### **Faculty Senate Liaison to USAC:**

Mary Finley-Brook will work on the 'day in the life' reciprocal staff presentation for the faculty senate. Roseanne is back from business travel (thank you Mark!) and will attend the December meeting.

### **Foodservice Involvement Team:**

Discussed smoking cessation program

### **Plant Involvement Team:**

Many in-house issues were discussed.

## **Gallery Comments**

There were no gallery comments.

## **Closed Session**

The Council entered closed session at 1:50 p.m.

## **Web Submissions**, *Travis Smith*

November 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).

Alison McCormick 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, January 14, 2020 in Tyler Hanes Commons, Room 305.

*Respectfully submitted, Rhonda Lambert, Secretary/Treasurer*