

**UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES**

February 11, 2020 – 1–3 p.m. – Tyler Haynes Commons, Room 305

Members Present: Michele Bedsaul, Ashelle Brown, Priscilla Greene, Josh Jeffreys, Allison Johnson, Rhonda Lambert (secretary/treasurer), Alison McCormick, Joe Minick, Jennifer O’Donnell, Paul Sandman, Beth Simms, Travis Smith (vice chair), Richard Thomas, Michael Torquato, Allie Ware, Jessica Washington, and Melody Wilson (chair)

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

Members Absent: Meriwether Gilmore, John Jacobs, Nick Minnix, Mark Stanton

January minutes were approved electronically via email and posted online.

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

Guest Speakers

Sarah Bushing, HR Events and Communications Specialist and Dianne Melia, Event Coordinator, presented on changes to Employee Appreciation Day at Busch Gardens.

- Changes proposed this year were created to improve the overall employee experience. They plan to create an easier-to-use, updated form to limit confusion when requesting tickets.
- Additional tickets can be purchased with your UR ID at the gate the day of the event at a discount of \$25 off the regular rate.
- Employees will receive a meal voucher (one entrée, side and drink) for each registered person, which can be used at any restaurant in the park at any time.
- Current information can be found here:
<https://hr.richmond.edu/benefits/employee-appreciation/busch-gardens/index.html>

Leigh McCullar, Director of HR Consulting, presented on addressing workplace concerns

- HR Business Partners are committed to treating all UR employees respectfully, fairly and equitably. They promote ethical and legal conduct in the application of all University policies. They strive to address workplace conflict by promoting open communication, active listening, mutual respect, and collaboration.
- Find your department’s full list of HR Consultants here:
<https://hr.richmond.edu/contact/department-contacts.html>
- Your HR Business Partners will meet with you individually to: (a) listen and let individual express their feelings; (b) help objectively clarify and define the problem(s); (c) determine underlying need(s); (d) ask what resolution individual is seeking, and (e) determine next course of action based on information. If there is ever a concern, you are able to begin with your HR business partner. They want to promote a culture of conversations.

Shani Buchholz, Administrative Coordinator for the Office of Common Ground, presented on “DEI Across the Pond”

- Last spring Shani undertook a project to identify things that administrative support (AS) professionals at UR can do, in that role, to promote DEI on campus. Through interviews with several AS professionals, she was able to compile a list, located on the DEI resources webpage found here: <https://commonground.richmond.edu/programs/dei-resources.html>
- She also facilitated informal lunches with administrative support across campus to discuss DEI topics, which included White Anti-Racism, Unconscious Bias, Gender Pay Gap, Diversity Backlash, Age Diversity and Trans Inclusion.
- Shani was awarded a Weinstein Grant to travel in May 2020 to London, where she will meet with a wide variety of administrators, staff, students, faculty and chaplaincy professionals at Goldsmiths University of London, Queen Mary University of London, University of Bath and Advanced Studies in England to learn how they are advancing DEI best practices.
- Shani requested time on the USAC agenda to learn council member perspectives of what would be beneficial for her to focus on in discussions abroad. Council members suggested that she consider the following:
 - How are they training the current employees to prepare for a future diverse environment?
 - What are they doing to prepare students and employees coming into the environment?
 - How do they respond to events of racism, etc., similar to our recent experiences?
 - What are their failures (they tried and it simply didn't work)? What did they learn?
 - What is their student and faculty/staff ratio as it relates to overall diversity?

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. Mike Torquato, Manager of Landscape Services in the Facilities department. We were recently ranked #5 on the Most Beautiful Campus list compiled by the Princeton Review. Kudos to our landscaping team!

The following council members offered critical updates:

Communications – Staff and faculty can request to have photos added to their bio for the purpose of the faculty and staff accomplishments tab posted on the Faculty and Staff page. To request a change in your bio or to add a picture please go to: <https://web.richmond.edu/contact/web-change-request.html>

Facilities & Landscaping – Ryland Hall construction has begun. A map showing the new traffic patterns can be found here: https://facilities.richmond.edu/ryland_constructionmap1.pdf

Budget Review, *Rhonda Lambert*

Initial Budget: \$5,875
Expenditures YTD: \$114 (new council member magnetic name tags)
\$64.50 (mentorship meeting)
\$200 (photography session)
\$430.25 (anniversary celebration)

Balance: \$5,066.25

Expected expenses:

\$220 (mentor vouchers)
\$460 (StrengthsFinders)
\$2000 (Spring Faculty/Staff 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

A meeting is scheduled for next week. They will discuss how to help with upcoming elections.

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

Executive Committee nominations will close 2/29 for Chair, Vice Chair and Secretary/Treasurer. As a reminder, all members currently serving in the first-year of their term are eligible for nomination. Please consider serving for the next term. General nominations will begin March 2. The committee has discussed tabling at facilities and dining services during the nomination and election cycles.

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

Thank you to all that were able to make it to the mixer last week. The weather was miserable, the food was great and the company even better. Please mark your calendars for the annual wellness fair on Tuesday March 17. Merwither will follow-up with a sign-up sheet for volunteer shifts at our table.

Faculty Senate Liaison to USAC:

Please share issues that need advocacy to bring forward in the formal process.

Foodservice Involvement Team:

The group met last week, which was also food service appreciation week. Everyone enjoyed fun activities and the appreciation shared. In addition, many departments are having record sales to date.

Because of the recent racism incidents on campus, a pin has been approved and will be shared university wide for allies to wear in support of those hurt and negatively affected by the experience.

Plant Involvement Team:

Please include as much information as possible when submitting a work order request, either on line or via telephone. It is critical that the staff dispatched be able to quickly identify and address the problem reported with the best contact person.

Gallery Comments

There were no gallery comments.

Closed Session

The Council entered closed session at 2:20 p.m.

Web Submissions, *Travis Smith*

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

Rosanne Ibanez moved to adjourn the meeting. The motion was seconded.
Priscilla Greene adjourned the meeting at 3:02 p.m.

The next meeting will be on Tuesday, March 10, 2020 in Tyler Hanes Commons, Room 305.

Respectfully submitted, Rhonda Lambert, Secretary/Treasurer