

**UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES**

March 10, 2020 – 1–3 p.m. – Tyler Haynes Commons, Room 305

Members Present: Michele Bedsaul, Ashelle Brown, Meriwether Gilmore, Rosanne Ibanez, 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, Richard Thomas, Allie Ware, and Melody Wilson (chair)

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

Members Absent: Priscilla Green, John Jacobs, Michael Torquato, Jessica Washington

Non-Voting Absent: Mary Finley-Brook (faculty liaison)

February 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

Ashleigh Brock, Assistant to the President, presented on Opportunities for Staff Involvement During Menuhin Competition.

- Ashleigh Brock shared information on the upcoming [Menuhin Competition](#), an international youth violin competition scheduled to come to Richmond in May. Potential impacts from the Coronavirus (COVID-19) are unknown at this time. Updates will be provided in April.

Rob Andrejewski, Director of Sustainability, presented on Rethink Waste

- The four laws of ecology: everything is connected to everything else; everything must go somewhere (violates the laws of physics otherwise) – waste is a human construct; Nature knows best; There is no such thing as a free lunch all inform how we approach sustainability
- Each person produces an average of four pounds of waste daily. We must rethink waste and know where it goes.
- The University has committed to achieve 75% diversion of materials from the landfill by 2025. We have achieved 36% to date.
- Students have secured 700 signatures in support of composting and are calling for a composting council.
- How can you engage? A recycling kiosk is available at the Boatwright Library entrance for items such as power cords and batteries, a bin is available in Tyler Haynes Commons to collect plastic bags, Jerry Robinson in the procurement office collects toner cartridges. For additional opportunities: <https://facilities.richmond.edu/about-us/environment-ops/rethinkwaste.html>
- Our catering division does a fantastic job procuring compostable items for events. Did you know the last three commencement receptions were served with 100% compostable items?
- Please shop UROSE for free before spending your budget on office supplies. More information can be found here: <https://sustainability.richmond.edu/involved/faculty-staff/urose.html>
- Current information on all initiatives can be found here: <https://sustainability.richmond.edu/>

New Business

Proposed Bylaw Changes, Nick Minnix, Parliamentarian and Elections Committee Chair

As discussed in our January meeting, USAC has received feedback from past and current members that the current two-year membership term creates transition and continuity challenges across membership years. The elections committee believes adding an additional year to USAC members' terms will allow the committee to more effectively and efficiently fulfill its responsibilities.

The committee put forth two bylaw change proposals:

Updating membership term from 2-years to 3-years.

Article IV. Membership, Section 2. Elected representatives shall serve three-year terms, commencing July 1st of the year when elected.

Updating Executive Committee term limit to allow officers to a second term through re-election.

Article V. Officers, Section 3. The term of office shall be one (1) year. All officers are subject to a term limit of two (2) consecutive terms of one-year each.

Nick Minnix formally proposed the changes. Travis Smith seconded the motions. Council members voted 18 Yay, 0 Nay, 0 Abstained.

USAC Nominee' Statements for the 2020-21 USAC Executive Board, Nick Minnix

Nominations accepted for Chair: Jennifer O'Donnell and Mark Stanton

Nominations accepted for Vice Chair: Jennifer O'Donnell, Mark Stanton and Jessica Washington

Nominations accepted for Secretary/Treasurer: Jennifer O'Donnell

Jennifer O'Donnell and Mark Stanton provided in person statements. Jessica Washington, unable to attend the meeting due to her responsibilities on the Bonner Scholar trip, presented a video statement.

Department Updates and Announcements

There were no important announcements shared

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 (USAC 20th anniversary celebration)
\$2,508.00 (spring faculty/staff mixer)

Balance: \$2,558.25

Expected expenses:

\$220 (mentor vouchers)
\$460 (StrengthsFinders)
\$350 (SimplyVoting.com)

Committees and Liaisons Updates

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

The committee is working on the USAC photo board, elections posters and a Spring gelato day for staff.

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

Nominations will begin Monday, March 16; Elections will begin Tuesday, 4/7.

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

All slots are filled for the Wellness Fair USAC table. Meriwether will send out reminders.

Faculty Senate Liaison to USAC:

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

Foodservice Involvement Team:

Employees are very concerned about coronavirus, especially for part-time employees' well-being that are also considered essential personnel.

Plant Involvement Team:

Minutes from the previous month were printed and posted to facilities bulletin board, which keeps them up-to-date on web submission concerns.

Gallery Comments

There were no gallery comments.

Closed Session

The Council entered closed session at 2:10 p.m.

Web Submissions, *Travis Smith*

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

Josh Jeffreys moved to adjourn the meeting. The motion was seconded.

Melody Wilson adjourned the meeting at 3:00 p.m.

The next meeting will be on Tuesday, April 14, 2020 in Tyler Hanes Commons, Room 305.

Respectfully submitted, Rhonda Lambert, Secretary/Treasurer