

**UNIVERSITY STAFF ADVISORY COUNCIL  
MEETING MINUTES**

April 14, 2020 – 1–3 p.m. – Virtual Meeting via Zoom

**Members Present:** Michele Bedsaul, Ashelle Brown, Meriwether Gilmore, Priscilla Green, 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, Mike Torquato, Allie Ware, Jessica Washington, and Melody Wilson (chair)

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

**Members Absent:** John Jacobs, Richard Thomas

**Non-Voting Absent:** None

March minutes were approved electronically via email and posted online.

Melody Wilson, Chair, called the Council meeting to order at 1:04 p.m.

**USAC Member Presentation**

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. Priscilla Greene presented on her role in as Assistant Director of Admission in Undergraduate Admission.

**Department Updates and Announcements**

The following council members offered updates:

- Athletics – Traditional fundraising is challenging at this time.
- Biology – Facilities is working on the flood damage and animals are being monitored
- Business – Building the August 2020 cohort, which can now accept 5 athletes
- Jepson – The virtual student research symposium will take place this week.
- Communications – Very busy with COVID-19 related messaging
- Dining Services – Meals continue to be available for the est. 40 students still on campus. ETC is available upon request. Working on donations to CARITAS.
- Enrollment Management – May 1 is national deposit day.
- Facilities & Landscaping – Please do not forget to contact Facilities for any on-campus needs, 289-6800. There is a small crew working daily on a rotation basis at this time.

- Human Resources – The University is amending policies due to the COVID-19 pandemic, encouraging everyone to be healthy at home whenever possible. HR is busy getting remote working resources to the UR community.
- Information Systems – SpiderTechNet has rolled out.
- Law – April 15 is national deposit day. Hard working on pivoting to virtual programs. Many conversations regarding sitting for the upcoming bar examination.
- Library – curbside collections are available
- Procurement – they are currently reviewing contracts for better pricing
- Student Development – New wellness seminars are available online. Pilgrimage programs are on hold; virtual celebrations are planned; navigating services with some students remaining on campus
- Student Engagement - April 24 is the application deadline

Travis Smith read a resolution honoring the service of former member Jerry Robinson, whom unexpectedly passed away. The reading was followed by a moment of silence in his memory.

**Budget Review**, Rhonda Lambert

Initial Budget: \$5,875

Expenditures YTD: \$114 (new council member nametags)  
 \$64.50 (mentorship meeting)  
 \$200 (photography session)  
 \$430.25 (USAC 20th anniversary celebration)  
 \$2,508.00 (spring faculty/staff mixer)  
 \$126.35 (photo board display)

Remaining Balance: \$2,431.90

Expected expenses: \$220 (mentor meetings)  
 \$460 (StrengthsFinders)  
 \$350 (SimplyVoting.com)

**Committees and Liaisons Updates**

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

Facebook page has been updated.

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

We have received 18 P&P Nominations, which will be narrowed down to five or less. The next step is for nominees to provide a recorded statement for viewing at the May meeting. Voting will take place in closed session of that meeting. Thank you to Alison and Richard for helping with the nominations process.

Travis received 12 nominations for the Benefits Committee seat to begin June.

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

Nothing to report.

**Faculty Senate Liaison to USAC,** Mary Finley-Brooke

There are two more weeks of classes for the spring semester. An incredible number of extensions are being processed. The Faculty Handbook revisions continue with options for the tenure track.

**Foodservice Involvement Group,** Alison McCormick and Richard Thomas

Nothing to report.

**Plant Involvement Team,** Paul Sandman

Nothing to report.

### **Gallery Comments**

There were no gallery comments.

### **Closed Session**

The Council entered closed session at 2:05 p.m.

Kristjen Lundberg presented part one of two on implicit bias training.

**Web Submissions,** Travis Smith

April web submissions were reviewed. Web submissions and full responses are posted as a separate document online at [usac.richmond.edu](http://usac.richmond.edu).

Nick Minnix moved to adjourn the meeting. The motion was seconded by Travis Smith. Melody Wilson adjourned the meeting at 2:57 p.m.

The next meeting will be on Tuesday, May 12, 2020 virtually via Zoom.

*Respectfully submitted, Rhonda Lambert, Secretary/Treasurer*