

**UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES**

June 9, 2020 – 1-3 p.m. – Virtual Meeting via Zoom

Members Present: Michele Bedsaul, Ashelle Brown, Meriwether Gilmore, Priscilla Green, Rosanne Ibanez, John Jacobs, 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, 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: Meriwether Gilmore

Non-Voting Absent: None

Melody Wilson, Chair, called the Council meeting to order at 1:01 p.m.

Welcome to the New USAC Members

Melody Wilson, Chair, welcomed the new 2020-23 USAC members:

- Craig Buchbinder, Public Safety Department Representative
- Kourtney Ennis, Academic Affairs School Staff Representative
- Fred Hagemeister, Information Services Division Representative
- Frank McMurrough, Facilities Department Representative
- Taylor McNeilly, Boatwright Memorial Library Representative
- Katy Olney, Academic Affairs School Staff Representative
- Jeff Smith, Dining Services Department Representative
- Susan Sokolsky, Advancement Division Representative
- Kaylin Tingle, Student Development Division Representative
- Allie Ware, Athletics Division Representative

Thanks from University Administration

Carl Sorensen, Associate Vice President of Human Resources; David Hale, Executive Vice President and COO and Jeff Legro, Executive Vice President and Provost, thanked USAC members for their service throughout the year.

Recognition of Service

Melody Wilson, Chair, recognized the 2018-20 USAC members for their service:

- Mary Finley-Brooke, Faculty Senate Liaison to USAC (2019-20)
- Meriwether Gilmore, Volunteer & Engagement Chair (2019-20), Workplace Environment Committee Member (2018-19), Student Development Representative (2018-20)
- Rosanne Ibanez, USAC Liaison to the Faculty Senate (2019-20), Communications Committee Member (2018-20), Law School Representative (2018-20)
- John Jacobs, Communications Committee Member (2019-20), Workplace Environment Committee Member (2018-19), Public Safety Representative (2018-20)
- Allison McCormick, Communications Committee Chair (2019-20), Communications Committee Member 2018-19, Foodservice Involvement Group Liaison (2018-20), Dining Services Representative (2018-20)
- Nick Minnix, Parliamentarian and Elections Committee Chair (2019-20), Communications Committee Chair (2018-19), Robins School of Business Representative (2018-20)
- Rhonda Lambert, Secretary and Treasurer (2019-20), Communications Committee Member (2019-20), Elections Committee Member (2018-19), Advancement Representative (2018-20)
- Travis Smith, Vice-Chair (2019-20), Elections Committee Member (2018-20), Boatwright Memorial Library Representative (2018-20)
- Michael Torquato, Elections Committee Member (2019-20), Communications Committee Member (2018-19), Plant Involvement Team (2018-19), Facilities Representative (2018-20)
- Allie Ware, Elections Committee Member (2019-20), Athletics Representative (2019-20)
- Melody Wilson, Chair (2019-20), Volunteer & Engagement Committee Member (2019-20), Elections Committee Member (2018-19), Information Services Representative (2018-20)

2019-20 Year in Review

Overview

Melody Wilson, Chair, provided highlights from the 2019-20 term.

- Implicit Bias workshops with Professor Kristjen Lundberg
- Shani Buchholz presented on DEI Across the Pond
- Race Card Project workshop with Michele Norris
- Cross-cultural mentoring workshop with Dr. Betty Crutcher
- Worked with Compliance and HR to address bullying, harassment, and retaliation at UR
- Delegates provided feedback on the Statement on Free Expression
- Presentations and workshops on recycling and sustainability at UR by Rob Andrejewski and Nancy Propst
- Joanne Even provided Board training for USAC members
- USAC member mentor/mentee pairing
- USAC member presentations

Web Submissions

Travis Smith, Vice-Chair, shared that 53 web subs were received in 2019-20 noting that a few web subs still need final resolution:

- Display of personal pronouns in directory (July 2019)
- Paid time off for community engagement and volunteerism (July 2019)
- Time off on Employee Appreciation (Busch Gardens) Day (August 2019)
- Childcare (Various submissions during 2019-2020)
- Employee hardship/food pantry (November 2019)
- Update of Employee Benefits/HR Page (November 2019)
- Merit/employee inequities/implicit bias in promotion (Various submissions during 2019-2020)
- Staff forum similar to one held for students (February 2020)

Communications Committee

Alison McCormick, Communications Committee Chair, thanked the members of the Committee: Ashelle Brown, Michele Bedsaul, Paul Sandman, John Jacobs, Rhonda Lambert, and Rosanne Ibanez. Alison shared the 2019-20 accomplishments:

- USAC website revisions – streamlined web submissions into two options
- Updates on USAC Facebook page
- Created USAC flyer for Benefits Fair tabling
- Created poster for USAC Elections
- Planning for staff summer gelato day

Elections Committee

Nick Minnix, Elections Committee Chair, thanked the members of the Committee: Josh Jeffreys, Joe Minick, Beth Simms, Travis Smith, Mike Torquato, and Allie Ware. Nick shared the 2019-20 accomplishments:

- Facilitated a vote by the Council to make bylaw changes:
 - USAC member terms from two years to three years
 - Updated USAC Executive Board term limit to allow for re-election
- Solicited nominations and facilitated voting for the 2020-21 USAC Executive Board: Mark Stanton (Chair), Jessica Washington (Vice-Chair), and Jennifer O'Donnell (Secretary/Treasurer).
- Solicited nominations and reviewed nominee statements for the Planning and Priorities Committee seat vacating in June. Rob Andrejewski was elected for the 2020-23 term.
- Solicited nominations, reviewed nominee statements, and facilitated the voting for ten USAC seats for the 2020-23 term.

Engagement Committee

On behalf of Meriwether Gilmore, Engagement Committee Chair, Melody Wilson thanked the Engagement Committee members: Priscilla Greene, Allison Olivia Johnson, Jennifer O'Donnell, Mark Stanton, Richard Thomas, Jessica Washington, and Melody Wilson. The 2019-20 accomplishments include:

- October: USAC-Faculty Senate at the President's House
- November: USAC table for 2-day Fall Benefits Fair

- December: USAC 20th Anniversary Celebration at the Cellar
- February: Faculty Staff Event in the Bugg Terrace at the Robins Center, Women's Basketball: UR vs VCU

USAC Liaisons to the Faculty Senate, Rosanne Ibanez and Mark Stanton

Liaisons attended monthly Faculty Senate meetings and emergency meetings to help bridge the real or perceived gaps between faculty and staff at the University of Richmond. Information was shared between the two groups as needed. There were also constructive meetings regarding changes to this position and its potential to fulfill other roles and responsibilities in the future.

Faculty Senate Liaison to USAC, Mary Finley-Brook

Mary shared her appreciation for the opportunity to serve on USAC and reminded the Council that there are many faculty allies who seek to advocate for staff concerns.

Foodservice Involvement Group (FIG): Alison McCormick and Richard Thomas

The purpose of FIG is to discuss ideas and concerns with constituents, which are passed along to USAC, as well as communicate topics discussed in USAC meetings to the FIG representatives, from all foodservice locations. The 2019-20 accomplishments include:

- Six meetings in rotating locations
- Employee access to computers
- Suggested changes to dining employee handbook
- Concern over downtown shuttle service – UBER pilot program
- Concern not all employees can take advantage of education benefits due to schedules

Plant Involvement Team (PIT), Paul Sandman and Mike Torquato

PIT serves a valuable function within the Facilities Dept., gathering comments, questions and suggestions from representatives of each shop and developing action plans for implementation of improvements on a monthly basis. The 2019-20 accomplishments include:

- Development and implementation of a new snow team pay plan
- Improvements in communication and coordination between the Events Dept. and Maintenance staff
- PIT members assisted in the development of the larger Environmental Operations Dept.'s Stewardship and Resiliency initiative to more fully incorporate these values into all we do including Environment, Professional Development, Innovative Ideas, and Communications (E.P.I.C.)

Budget Review

Rhonda Lambert, Secretary/Treasurer, provided the following year-end budget summary.

Initial Budget: \$5,875

Expenditures YTD: \$114 (new member nametags)

\$200 (professional headshots and group photo)
\$430.25 (USAC 20th anniversary celebration)
\$2,508.00 (spring faculty/staff mixer)
\$126.35 (photo board display)
\$334.00 (SimplyVoiting.com for elections)
\$64.50 (mentorship meeting)

Remaining Balance: \$1,646.41

Expected Expenses: \$230 (September boxed lunches)
\$160 (remaining USAC mentoring meetings)

Updates and Announcements

No additional updates or announcements were made.

Gallery Comments

There were no gallery comments.

Closed Session

The Council entered closed session at 1:57 p.m.

Web Submissions, Travis Smith

June web submissions were reviewed and discussed along with a progress report for the year. Web submissions and full responses are posted as a separate document online at usac.richmond.edu.

Rhonda Lambert moved to adjourn the meeting. The motion was seconded by Travis Smith. Melody Wilson adjourned the meeting at 2:34 p.m.

The next meeting will be on Tuesday, July 14, 2020 virtually via Zoom.

Respectfully submitted, Melody Wilson, Chair.