

**UNIVERSITY STAFF ADVISORY COUNCIL  
MEETING MINUTES**

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

**Members Present:** Michele Bedsaul, Ashelle Brown, Craig Buchbinder, Kourtney Ennis, Priscilla Greene, Fred Hagemester, Josh Jeffreys, Allison Johnson, Taylor McNeilly, Jennifer O'Donnell (Secretary/Treasurer), Katy Olney, Paul Sandman, Beth Simms, Jeff Smith, Susan Sokolsky, Mark Stanton (Chair), Richard Thomas, Kaylin Tingle, Allie Ware, and Jessica Washington (Vice Chair)

**Non-Voting Attendees:** Melody Wilson (ex-officio)

**Members Absent:** Frank McMurrrough, Joe Minick

**Non-Voting Absent:** Carl Sorenson

Mark Stanton, chair, called the Council meeting to order at 1:04 p.m. and welcomed new and returning council members.

**Announcements**

Introductions and icebreaker: Council members introduced themselves

**New Business**

**2020-2021 Goals, *Executive Committee***

- 1. Strengthen communications and outreach efforts to maximize the visibility and accessibility of USAC to all staff members**
- 2. Continue to foster a diverse, equitable, and inclusive intellectual community in which staff are recognized for their contributions**
- 3. Provide council members with professional and personal development opportunities to improve their leadership and advocacy skills**

**Council member expectations**

Mark Stanton led a brief discussion about committee operations and council member responsibilities. An orientation guide will be sent to council members along with their constituent lists and committee interest survey. Jessica Washington explained the web submission process and provided a link to the submission page.

**Committees and Liaisons Updates**

A survey will be distributed to all members to gauge interests and divide council members into committees before the next USAC meeting.

Each new committee chair, or past member, gave a quick summary of committee roles and functions.

**Communications committee:** *Michele Bedsaul (committee chair)*

**Elections committee:** *chair TBD*, Josh Jeffreys provided summary

**Engagement committee:** *Priscilla Greene (committee chair)*

**Faculty Senate Liaison to USAC:** *liaison TBD*, Mark Stanton provided summary

**Plant Involvement Team:** *Paul Sandman*

**Foodservice Involvement Team:** *Richard Thomas and Jeff Smith*

**Budget Review**, *Jennifer O'Donnell*

Initial Budget: \$5,875

Expenditures YTD: \$0

Balance: \$5875

Expected expenses: TBD

**Gallery Comments**

There were no gallery comments.

**Closed Session**

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

**Web Submissions**, *Jessica Washington*

July 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).

Jessica Washington moved to adjourn the meeting. The motion was seconded.

Mark Stanton adjourned the meeting at 2:52 p.m.

The next meeting will be on Tuesday, August 11, 2020 from 1-3 p.m., location TBD

*Respectfully submitted, Jennifer O'Donnell, Secretary/Treasurer*