UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
March 12, 2019 – 1–3 p.m. – Tyler Haynes Commons, Room 305

Members Present: Shannon Best, Wendy Burchard (chair), Chaz Coleman, Jason Cope, Meriwether Gilmore, Rosanne Ibanez, Rhonda Lambert, Pamela Lee (secretary/treasurer), Emily Martin, Alison McCormick, Nick Minnix, Meg Pevarski (vice chair), Rick Richardson, Travis Smith, Michael Torquato, Melody Wilson

Non-Voting Attendees: Todd Lookingbill (faculty liaison), Paul Lozo, Lynn Robertson, Carl Sorensen

Members Absent: Lisa Bayard, Crystal Brown, Dustin Engels, John Jacobs, Austin Leach

Non-Voting Absent:

Wendy Burchard, chair, called the Council meeting to order at 1:01 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members answered the icebreaker question “Name one thing from your childhood that kids these days wouldn’t understand!”

Spider Staff Volunteerism, David Leonard, Custodial Support Technician, Facilities

David proposed that full-time staff and faculty receive eight hours per year, to use or lose, for volunteer time off (VTO). Hours would not roll over and time off must be approved by the employee’s manager. For example, volunteering in schools or nonprofit organizations could favorably impact admission, donor base, and potential employees. This could be an individual request, for an organization that you, or a group, are passionate about, or it could be departmental/divisional, though staffing concerns would need to be considered.

If this idea was formalized, it would not be an extra “vacation” day, but rather eight hours dedicated to formal volunteering. A volunteer coordinator at the “job” site would need to validate your volunteer hours. Currently Dining Services; Foundation, Corporate, and Government Relations; and the business school volunteer at FeedMore during their department’s slower times. Previously Athletics hosted “Field Day” for volunteer service at several job sites, and they are looking to bring this back.

Next step possibly would be to bring several staff from the Center for Civic Engagement to a future USAC meeting to further discuss.

USAC Executive Committee 2019–20 Nominees’ statements, Wendy Burchard

For Secretary/Treasurer, nominees Meriwether Gilmore and Rhonda Lambert Parson presented their statements.

For Vice-chair, nominees Alison McCormick, Roseanne Ibanez, Meriwether Gilmore, and Travis Smith presented their statements.

For Chair, nominees Nick Minnix and Melody Wilson presented their statements.

Council will vote starting at 3 p.m. on March 12 through 5 p.m. on March 18 via the online voting system, simplyvoting.com.

Budget Update, Pamela Lee

Starting: $5,875

Spent YTD: $1,386

Going-away gift for Brittany Schaal, promotional swag (coasters), refreshments for December USAC meeting, and the Feb. 19 Spider Staff Forum

Balance: $4,489
Expected expenses: simplyvoting.com, USAC-sponsored faculty/staff mixer, and end-of-year celebration

Committees and Liaisons Updates, Wendy Burchard

- **Communications Committee**: They have been creatively thinking of staff engagement “fun” activities to possibly hold over the summer (e.g., kickball game, ice cream, etc.). Updates have been made to the “Staff Interest Groups” tab on the USAC website.

- **Elections Committee**: They are gearing up for a busy spring of nominations and elections for the USAC Executive Committee, 2019–21 Council members, and Planning & Priorities Committee (P&P).
  - Council nominations for the 2019–21 term will be open March 11–26 with online elections being held April 9–May 1.
  - P&P nominations will be open April 1–5. Election for the position will be held during the May Council meeting.
  - USAC Bylaw changes will be presented at the April Council meeting.

- **Volunteer & Engagement Coordinators**: The Wellness Fair will be on March 21 from 9 a.m.–4 p.m. Thank you to Council who have signed up to staff the table.
  - The coordinators have filled all but the second Council member on three shifts.
  - We will use this opportunity to encourage USAC nominations, and Ipads will be available at the Wellness Fair for submitting nominations.

- **Faculty Liaisons**: Dean Rankine’s 360-peer review, which occurs every three years for deans and vice presidents, has been tabled until September. Please visit facultysenate.richmond.edu to read their meeting minutes.

- **Plant Involvement Team (PIT)**: The staff are interested in CPR training. Please remember the smoking policy as it relates to buildings … at least 25 feet from any building entrance or window.

- **Foodservice Involvement Team (FIT)**: They met on Feb. 28. They are actively looking at better lighting at the Heilman Dining Center, including trimming shubery to alleviate some shadowing. They are meeting with police about another crosswalk.

- **Volunteer Engagement Coordinators**: The Wellness Fair will be on March 21 from 9 a.m.–4 p.m. Thank you to Council who have signed up to staff the table.

- **Human Resources**:
  - Have met with all VPs and direct reports for the career framework initiative. They are focusing now on job description development, to make sure they are working from the most up-to-date descriptions to determine where a position lands within the framework. They will also be looking at the best ways to standardize job descriptions. HR may consider recommending staff and managers evaluate job descriptions annually during the end-of-year performance review.
  - For the performance management initiative, Bernadette Costello is leaving UR later in March, so Carl will meet with the working groups to determine how they will move forward.
  - Will soon be distributing information and updates to VPs for the Great Colleges to Work For survey.

- **Workplace Environment Committee**: Visit web submissions document at usac.richmond.edu.

Web Submissions, Meg Pevarski

If Council has any questions specifically related to transportation, please email those to Meg Pevarski, no later than Mon., March 18, so she can formulate those for Parking/Transportation to determine if an update at a future Council meeting is necessary.

Web submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online at usac.richmond.edu. Updated responses to outstanding/open submissions will be posted in the current month’s minutes where the updated response was provided.

Announcements:

- USAC is looking to fill a vacating seat for the Benefits Committee, look for information from your USAC representative later this month.
- Statewide tornado drill • Tues., March 19, 10:10 a.m.
- Sustainability events, for more information, please visit https://sustainability.richmond.edu.
  - E-waste Collection • Wed., March 20, 8 a.m.–2 p.m. • Parking Lot C66
  - RecycleMania runs through March 30
- Annual Wellness Fair • Thurs., March 21, 9 a.m.–4 p.m. • Weinstein Center for Recreation
- Save the Date! Spiders in the Know • Thurs., May 23, time and location TBA
Upcoming USAC-sponsored event:
- Spring faculty/staff mixer • Monday, April 22, 5–7 p.m. • Robins Stadium, Reception Suite … more details about this event will be announced soon!

Closed Session:
The Council entered closed session at 2:59 p.m. No votes occurred.

Meg Pevarski moved to adjourn the meeting. The motion was seconded.

Wendy Burchard adjourned the meeting at 3:00 p.m. The next meeting will be Tues., April 9.

Respectfully submitted, Pamela Lee, Secretary/Treasurer