UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
March 13, 2018 – 1-3 p.m. – Tyler Haynes Commons, Room 305

Members Present: Lisa Bayard, Shannon Best, Jason Cope, Mika Elovaara, Dustin Engels, Amy Gallagher, Beth Ann Howard, Austin Leach, Pam Lee, Paul Lozo, Emily Martin, Rick Richardson, Heather Sadowski, Brittany Schaal, Tara Stewart, Cassandra Taylor-Anderson, Joseph Woodford

Non-Voting Attendees: Barry Lawson, Matt Barany, Carl Sorensen

Members Absent: Wendy Burchard, Julie Neville, Meg Pevarski

Non-Voting Absent: Lynn Robertson

Brittany Schaal, Chair, called the Council meeting to order at 1:01 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members went around and answered the question: “What is your favorite thing about spring break?”

Compliance Training, Kris Henderson, Director of Compliance & Title IX Coordinator:

The University is phasing in of training for faculty and training on areas such as harassment and discrimination prevention, information security training, and emergency preparedness. The first session on harassment and discrimination prevention is slated to be released to staff on TalentWeb on March 19th and will be open for 90 days. The session is an hour and 20 minutes broken up into two sections. The sessions will roll out for faculty soon after.

There will be a Spiderbyte and letter talking about the training. Then staff will receive a notice though TalentWeb. For those that complete the training in the first week there will be a drawing for prizes.

P&P Process for Immediate Vacancy, Elections Committee:

The Elections Committee proposed a revised nomination and election process for filling immediate staff vacancies on the Planning and Priorities Committee.

If a staff member departs UR during their P&P term, USAC will follow these procedures, which travel on a very tight timeline due to filling the open position without much interruption to the P&P committee.

1. USAC Chair will send an email to USAC members to share with their constituencies requesting nominations.
2. Staff nominations will be sent to USAC elections committee chair.
3. Staff who wish to accept his/her nomination will be provided questions to submit written answers to the USAC elections committee chair. In 300 words or less, please answer: Why do you want to serve on the Planning and Priorities Committee?, What skills/knowledge
will you bring to the Planning and Priorities Committee?, feel free to provide any additional information we should know about you or your desire to serve on this committee.

The Elections Committee then presented the alternative of utilizing the method that exists in the USAC bylaws for filling immediate vacancies on USAC and electing the election vote runner-up.

Dustin Engles moved for the council to vote for either option 1 or option 2 to fill an immediate vacancy on P&P. The motion was seconded. The motion failed to pass with majority vote for either option.

Amy Gallagher moved to table the vote until the April USAC meeting. The motion was seconded. The motion passed with majority vote.

**Budget Update, Amy Gallagher:**

**Committee and Liaison Updates:**

- Communications: Working on the info sheet to staff. Contact information was obtained from HR.
- Elections, Pam Lee:
  USAC Executive Committee (2018–19): Executive committee nomination are closed. We will be voting at the April meeting.
  USAC Council (2018–20): Nominations opened today!
  P&P Committee (2018–21): We will begin the process to fill Roger’s soon-to-be vacant seat (Academic Affairs division).
- Volunteer & Engagement, Tara Stewart: Wellness Fair tabling signups will be going out again. If you can table please sign up.
- Faculty Liaison, Shannon Best: Faculty/Staff Mixer is scheduled for Thursday, April 12th from 5-7 p.m. Tentatively in the Robins Presidential Suite, if capacity allows. Shannon will work on the invitation and we can start to get the word out. There will be registration and an opportunity to give back to the community.
- PIT, Rick Richardson: Questions arose about power washing schedule on campus. A quarterly newsletter will be started. Paul will be providing updates from the Career Framework committee.
- FIT, Lisa Bayard: Important upcoming campus dates were discussed. Performance management and email upgrades were discussed. Shared QEP information. Last meeting of the year will be in April. Instead will attend USAC meeting.
- HR, Carl Sorensen: Update on Career Framework: Laura and Carl made a campus visit to GW who recently completed a similar process. Committee has had several meetings and has been given homework. They are making progress. Update on Performance Management: Focus group meetings have taken place. Getting great progress on what the new process will look like.

**Web Submissions, Paul Lozo:**
Web Submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online.

**Suggestion** – Creating a pull-off for deliveries to Queally Center.
Question – Job postings and pay grade.

Question – Three wheeled bikes on campus.

Feedback from a fellow USAC member added that three wheeled bicycles also pose their own hazards.

Question – redirecting UROSE supplies to Richmond Public Schools.

Suggestion – Leashing dogs on campus.

Question – Pedestrian safety on campus.

Question – Update: Email signatures.

Announcements:

There will be a tornado drill March 20th at 10:10am.

Closed Session:

The council entered closed session at 2:13 p.m.

No votes occurred.

Tara Stewart moved to adjourn the meeting. The motion was seconded.

Brittany Schaal adjourned the meeting at 2:37 p.m.

Respectfully submitted, Amy Gallagher, Secretary/Treasurer