UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
April 9, 2019 – 1–3 p.m. – Tyler Haynes Commons, Room 305

Members Present: Lisa Bayard, Wendy Burchard (chair), Chaz Coleman, Jason Cope, Dustin Engels, John Jacobs, Rhonda Lambert, Pamela Lee (secretary/treasurer), Emily Martin, Alisson McCormick, Nick Minnix, Meg Pevarski (vice chair), Travis Smith, Michael Torquato

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

Members Absent: Crystal Brown, Shannon Best, Meriwether Gilmore, Rosanne Ibanez, Austin Leach, Rick Richardson, Melody Wilson

Non-Voting Absent: ---

Wendy Burchard, chair, called the Council meeting to order at 1:02 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members answered the icebreaker question “If you could only travel to one other country, which country would you choose?”.

Welcome 2019–20 Executive Committee, Wendy Burchard
Congratulations to the incoming Executive Committee who will serve as USAC’s leadership July 2019–June 2020!

   Melody Wilson, Chair • Travis Smith, Vice-chair • Rhonda Lambert Parson, Secretary/Treasurer

USAC Housekeeping, Wendy Burchard
Spiders in the Know
The fourth annual Spiders in the Know program will take place on Thurs., May 23. If Council has any suggestions for presentation topics that USAC can share with Dave Hale and Jeff Legro, please email those to Wendy Burchard no later than April 15.

Web submissions
This academic year, USAC has received numerous web submissions that are either Human Resources related, submitted anonymously, inappropriate to the point of almost slanderous, or are submitted inappropriately (e.g., submitting using another staff member’s name). We have also received spam from off campus entities.

USAC discussed ways to change the submission process that would provide the opportunity for us to create avenues that provide the ability to have an open dialogue with the submittor, while also maintaining anonymity when presenting submitted web submissions to Council or University leadership. One way to streamline and secure the submission process would be to put the site behind a firewall and require employees to log in to the site to verify they are UR staff or faculty.

The Workplace Environment Committee will review this process and present their recommendations at the May meeting. Meg Pevarski, vice-chair/Workplace Environment Committee chair, will lead this subcommittee, as well as email Council to see if any other members are interested in serving on this subcommittee.
**Bylaws**
Council approved the following updates:
- Increased from 21 to 22 members
- Changed election “policies” to “procedures” verbiage
- Changed voting timeline description
- Executive Committee officers: added Parliamentarian’s role to elections, shifted the election up by one month, and transition planning

**Election procedures**
Council approved the following updates:
- Executive Committee officers: added Parliamentarian’s role to elections, shifted the election up by one month
- Council: added clarity to at-large divisional staff constituents for Academic Affairs from Cabinet-approved presentation, separated Advancement and Communications two seats, added clarity to at-large staff constituents for Business Affairs from Cabinet-approved presentation
- Planning & Priorities: clarified we now have three staff seats

**Budget Update, Pamela Lee**
Starting: $5,875

Spent YTD: $4,398
Going-away gift for Brittany Schaal, promotional swag (coasters), refreshments for December USAC meeting, and the Feb. 19 Spider Staff Forum, simplyvoting.com, USAC-sponsored faculty/staff mixer, end-of-year certificate frames

Balance: $1,477
Expected expenses: end-of-year celebration … to include catering, gifts, etc.

**Committees and Liaisons Updates, Wendy Burchard**
- **Communications Committee:** No updates for this month.
- **Elections Committee:**
  - Council elections will be open April 9–May 1. If Council has any potential events/meetings for voter outreach, let the Elections Committee know.
  - P&P nominations were open April 1–5. Election for the position will be held during the May Council meeting.
- **Volunteer & Engagement Coordinators:** Thanks for Council members who staffed the Wellness Fair table!! No other updates for this month.
- **Faculty Liaisons:** They have one more Faculty/Senate meeting this year. Please visit faculty senate.richmond.edu to read their meeting minutes.
- **Plant Involvement Team (PIT):** CPR training started in early April. Potholes on College and Campus Drives are city roads, but some have been filled in!
- **Foodservice Involvement Team (FIT):** They met in early April for their last meeting of the year. Some landscaping around dining facilities will be addressed since many foodservice staff are arriving/departing in the dark.
- **Human Resources:**
  - Bernadette Costello, who was leading the performance review team, recently departed UR. Carl will be talking to some consultants to pickup where the team left off to bring recommendations to Cabinet to determine next steps.
  - Sarah Busching presented UR TalentWeb badges. There are currently six badges available you can send your colleagues. New to the system will be Service Award badges. USAC recommended badges be available to both winners and nominees. However maybe differentiate nominees and winners by colors.
- **Workplace Environment Committee:** Visit web submissions document at usac.richmond.edu.
**Web Submissions, Wendy Burchard**
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). Updated responses to outstanding/open submissions will be posted in the current month’s minutes where the updated response was provided.

**Announcements:**
- Elections for USAC terms that will commence on July 1, 2019, will be open April 9–May 1. If there will be an open seat in your department or division, you will receive an email with a link to the voting site.
- If you haven’t done so already, please R.s.v.p. for the Faculty/Staff Mixer on Mon., April 22, from 5–7 p.m. in the Robins Stadium Reception Suite. Space is limited, so reply early!
- Have you downloaded your digital swag? Please visit richmond.edu/digital to download campus images to use on your social media profiles, phones, and desktop backgrounds.
- Save the Date! Spiders in the Know • Thurs., May 23, 8:30–10:30 a.m., Alice Jepson Theatre.
- Save the Date! SpringFest • Wed., May 29, noon–2 p.m., location TBA.

**Closed Session:**
The Council entered closed session at 2:35 p.m. No votes occurred.

Dustin Engels moved to adjourn the meeting. The motion was seconded.

Wendy Burchard adjourned the meeting at 2:35 p.m. The next meeting will be Tues., May 14.

*Respectfully submitted, Pamela Lee, Secretary/Treasurer*