UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
May 14, 2019 – 1–3 p.m. – Tyler Haynes Commons, Room 305

Members Present: Lisa Bayard, Shannon Best, Wendy Burchard (chair), Chaz Coleman, Jason Cope, Dustin Engels, Roseanne Ibanez, Rhonda Lambert, Pamela Lee (secretary/treasurer), Emily Martin, Alison McCormick, Nick Minnix, Meg Pevarski (vice chair), Travis Smith, Michael Torquato, Melody Wilson

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

Members Absent: Meriwether Gilmore, John Jacobs, Rick Richardson

Non-Voting Absent: Lynn Robertson

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 “What’s the most useless thing you still have memorized?”

Planning and Priorities Committee nominees’ statements, Dustin Engels
Based on the Elections Committee’s anonymous review of nominee applications, five staff members were invited to the Council meeting to share why they desire to serve on the P&P Committee.

Tracy Kitt, Fred Hagemeister, Jasmonn Coleman, Matthew Salsberry, and Josh Wroniewicz presented their statements.

“A Day in the Life of a Faculty Member”, Wendy Burchard
Jane Berry, professor of psychology, and Todd Lookingbill, associate professor of geography, the environment, and biology, who both currently serve on the Faculty Senate, presented to USAC what a typical day is like for a faculty member.

Their responsibilities are broken out by teaching, scholarship/research, and service. Typical days are spent preparing for class, teaching, labs, advising, writing letters of recommendations, serving on many on- and off-campus committees and membership boards, giving presentations and talks at organizations and seminars, attending meetings, critiquing colleagues work, and assisting students in distress to navigate to proper resources.

“Every day is different, but that’s the fun part,” said Todd!

Todd pitched to faculty at the last Faculty Senate meeting about the wonderful opportunity it has been to serve as the USAC liaison this past year. Thanks Todd for your partnership and service to USAC!!

In the fall, USAC will present "The Day in the Life of Staff" at a Faculty Senate meeting.

USAC subcommittee on web submissions recommendations, Meg Pevarski
The subcommittee met a couple of weeks ago based on the April Council meeting discussion. The purpose of web submissions is to collect and share campus compliments, engage with thoughtful suggestions, and seek answers to professional questions.

The way web submissions are coming through this year has changed. We have received 24 human resources, three spam, two slander, and one false submission this year. Many submissions received with a name attached were submitted by USAC members on behalf of another staff member. While we recognize this is one of the only anonymous forums available to staff, we feel there are some tweaks to be made to the process.
How other institutions handle submissions varies widely from online forms, emails, to compliance hotlines. Meg called Ohio State University, who recently changed their process removing anonymity for many of the same reasons UR has been experiencing this year.

The subcommittee discussed numerous options. We recommend authentication to verify the person entering the submission is an active University employee. Requiring this authentication login, will allow a sense of pause for the submitter to think about their submission before submitting. USAC still wants this to be a useful resource for staff.

Meg motioned to change the web submission process to use authentication prior to submitting a web submission to protect the integrity of this submission process. Those submitting a suggestion, question, or compliment to USAC will be asked to provide their net ID and password to access the submission form. The motion was seconded and approved unanimously by Council. The Workplace Environment Committee, will work with Information Services to get this implemented by July 1.

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

Spent YTD: $3,978
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, and end-of-year certificate frames

Balance: $1,897
Expected expenses: end-of-year celebration … to include catering, gifts, certificates, etc.

**Committees and Liaisons Updates, Wendy Burchard**
- **Communications Committee**: For the year, the committee audited the website, achieved better outreach and social activity, and purchased swag.
- **Elections Committee**:
  - Council elections were held last month. The committee implemented some new outreach methods, and we experienced a 57% total voter turnout.
  - USAC welcomes these 12 new members to Council starting in July — Jessica Washington, Michele Bedsaul, Jennifer O’Donnell, Mark Stanton, Ashelle Brown, Allison Johnson, Joe Minick, Richard Thomas, Priscilla Greene, David Leonard, Beth Simms, and Josh Jeffreys!
- **Volunteer & Engagement Coordinators**: No report.
- **Faculty Liaisons**: Year-end business occurred. Reviews for the provost and dean of A&S will be taking place next year. Please visit [faculty senate.richmond.edu](http://faculty senate.richmond.edu) to read their meeting minutes.
- **Plant Involvement Team (PIT)**: The goats are back on campus!
- **Foodservice Involvement Team (FIT)**: Had their last meeting of the year last month, and experienced more attendance and better communication between foodservice locations. Shrubbery at the dining hall was cleared out … it’s exciting, so stop by and actually be able to see the front of the dining hall!
- **Human Resources**:
  - A lot of behind-the-scenes work is being done for the Career Framework initiative.
  - They meet next week with a consultant for the Performance Management initiative to get that moving and implemented next year. Some groups will participate in a pilot program before it’s launched University wide.
- **Workplace Environment Committee**: Visit web submissions document at usac.richmond.edu.

**Web Submissions, Meg Pevarski**
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:

- ChromeRiver, a new online expense management system, will be rolled out later this summer. Please visit [this website](#) to find more information and be on the lookout for additional information and training sessions in the coming months.
- 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., Heilman Dining Center. Please note the location!
- Anthem Corporate 5K • Thurs., June 6 • 7 p.m. Search previous SpiderBytes at richmond.edu/faculty-staff for registration information, or contact Heather Sadowski for more details.

Closed Session:
The Council entered closed session at 2:40 p.m. Council voted and elected Jasmonn Coleman to fill the Business Affairs P&P Committee seat that will serve from 2019–22.

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

Wendy Burchard adjournded the meeting at 2:49 p.m. The last meeting of this Council’s term will be Tues., June 11, in the Carole Weinstein International Center Commons.

Wendy, Meg, and I would like to thank Council members for their service to USAC!

Respectfully submitted, Pamela Lee, Secretary/Treasurer