UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
May 8, 2018 – 1-3 p.m. – Tyler Haynes Commons, Room 305

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

Non-Voting Attendees: Carl Sorensen

Members Absent: Lisa Bayard

Non-Voting Absent: Barry Lawson, Lynn Robertson, Matt Barany

Brittany Schaal, Chair, called the Council meeting to order at 1:00 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 summer on campus?”

Planning and Priorities Nominee Presentations:
The staff members who were selected to present came in one-by-one and spoke on their behalf regarding their nomination and desire to serve on the Planning and Priorities committee.

Academic Affairs Nominees:
Susan Taylor, Director of Budgets & Operations, Jepson
Kirsten Petrocelli, Director of Operations and Strategic Initiatives, Arts & Sciences
Lisa Miles, Associate Director, Common Ground

Business Affairs Nominees:
Brittany Schaal, Director of Emergency Management, Public Safety
Wright Harrison, Events Management Software Administrator, Events, Conferences, and Support Services
Abby Houser, Business Operations, Athletics

Facilities Update, Chuck Rogers:
Chuck gave an update regarding summer projects on campus month by month. Multiple buildings will be under renovation and construction. Keller road will be closed for the summer and the loop of Westhampton Road will be closed for repaving for a few weeks in June.

Budget Update, Amy Gallagher:

Cyber Security Awareness Training, Shana Bumpas:
Shana spoke to USAC about the upcoming Cyber Security Awareness Training. The training will be 30 minutes, is interactive, and covers general aspects of cybersecurity. This falls in line with
the implementation of a University-wide information security policy that will incorporate all of the regulations.

**New Business:**
The two seats for planning and priorities were elected by paper ballot.

**Academic Affairs:** Lisa Miles was elected to serve in the Academic Affairs seat by majority written ballot vote after one run off vote. Lisa will serve a three year term on P&P.

**At-large seat:** Susan Taylor was elected to serve in the At-large seat by majority written ballot vote after one run off vote. Susan will serve a two year term on P&P.

**Committee and Liaison Updates:**
- Elections, *Pam Lee*: P&P elections are now complete. Elections have ended and the names of USAC’s new members (2018-2020) were presented.
- Faculty Liaison, *Shannon Best*: No update.
- PIT, *Rick Richardson*: Personal cell phone use by Facilities Team Members will not be reimbursed because it is an individual’s choice to use their personal device. Facilities members are instructed to use radios as they are available. There is no formal process to replace iPads but Facilities members should contact Paul Lozo if a replacement is necessary.
- HR, *Carl Sorensen*: Gave an update regarding the Human Resource working groups.

**Web Submissions, Paul Lozo:**

Web Submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online.

- **Suggestion** – Crosswalk between Puryear Hall and THC.
- **Question** – Photos next to names in directory.
- **Suggestion/compliment** – Custodial thanks for keeping buildings clean.
- **Suggestion** – USAC term length.
- **Suggestion** – Enhanced safety at Physical Plant entrance.
- **Compliment** – USAC for their work this year.
- **Suggestion** – Update for February Web Sub regarding hiring and raises for moves within same pay grade.

**Announcements:**

August 3rd is Busch Gardens Day.

**Closed Session:**

The council entered closed session at 2:20 p.m.

Tara Stewart moved to adjourn the meeting. The motion was seconded.
Brittany Schaal adjourned the meeting at 2:53 p.m.

Respectfully submitted, Amy Gallagher, Secretary/Treasurer