UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
June 11, 2019 – 12:30–3 p.m. – International Center Commons

Members Present: Lisa Bayard, Shannon Best, Wendy Burchard (chair), Chaz Coleman, Jason Cope, Dustin Engels, Meriwether Gilmore, Roseanne Ibanez, John Jacobs, Rhonda Lambert, Pamela Lee (secretary/treasurer), Emily Martin, Alison McCormick, Nick Minnix, Rick Richardson, Travis Smith, Melody Wilson

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

Members Absent: Meg Pevarski (vice chair), Michael Torquato

Non-Voting Absent: Carl Sorensen

Wendy Burchard, chair, called the Council meeting to order at 1:00 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members answered the icebreaker question

Current members: “What is the best piece of advice you can give our new Council members for making his/her time on USAC productive?”.

Incoming members: “What are you the most excited about and hope to accomplish during your service to USAC? Or do you have any questions for any outgoing members?”.

Year in Review, Wendy Burchard

Wow, 2018–19 was a busy year for Council. Here’s a recap.

Goal 1: Support campus-wide initiatives

- Hosted 13 speakers on various initiatives
  - UR Better
  - Career Framework & Performance Management
  - Well-being Center
  - Sustainability Strategic Plan
  - Transportation/GRTC
  - Dual Authentication
  - Compliance Training
- Submitted Committee Nominations
  - Benefits Committee
  - Omicron Delta Kappa
  - Sexual Misconduct Prevention and Response Coordinating
  - PAC sub-committee Faculty and Staff Development
  - PAC sub-committee Student Support Services
  - Thriving and Inclusion Metrics and Evaluation
- Selected new Planning & Priorities staff representative

Goal 2: Continue to build staff/faculty relations

- USAC/Faculty Senate mixer hosted by Drs. Ronald and Betty Crutcher at their home on October 3
- Hosted the Spider Staff Forum on February 19 … with over 200 attendees!
- Hosted the Faculty/Staff Mixer on April 22
- "A Day in the Life of a Faculty Member” presented by Dr. Jane Berry and Dr. Todd Lookingbill
- Promoted USAC by member volunteerism
- Spiders in the Know welcome and introduction

Goal 3: Council administrative review

- Representation model review, effective July 2019, and Bylaws updates:
o Added an additional seat for Academic Affairs, which increased USAC membership to 22 members
o Split Advancement and Communication Seats to one per division

- Resolved old web submissions
  o Closed all but one (internal promotion policy structure from 2017)
- Augmented the Volunteer and Engagement Coordinator to a team of two
- Moved Executive Committee elections up by one month
  o Transitioned from paper ballots to electronic
- Increased UR community engagement with Facebook and USAC website updates

Web submissions 2018–19
- Received, researched, and answered 59 web submissions
- Hot topics were SpiderBytes, benefits, transportation, and response to weather events
- Updated submission process requiring authentication prior to submission, effective June 2019

**Budget Update, Pamela Lee**

Starting: $5,875

Spent YTD: $5,017
Thank you gifts, promotional swag, December holiday celebration, Spider Staff Forum, simplyvoting.com, USAC-sponsored faculty/staff mixer, and end-of-year celebration

Balance: $858
Potential expenses: finalizing some potential costs for incoming Executive Committee requests

**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.

**Recognition of Service, Wendy Burchard**

A big thank you to these exiting members of Council who have served from 2017–19: Lisa Bayard, Shannon Best, Crystal Brown, Wendy Burchard, Jason Cope, Dustin Engels, Austin Leach, Pamela Lee, Paul Lozo, Emily Martin, Meg Pevarski, and Rick Richardson! Not only a big thank you for your commitment to Council overall, but also all of the hard work and dedication each of you provided to the USAC committees you served each year.

**Welcome New Members, Wendy Burchard**

USAC welcomes these 12 new members to Council starting in July, who will serve 2019–21: Jessica Washington, Michele Bedsaul, Jennifer O’Donnell, Mark Stanton, Ashelle Brown, Allison Johnson, Joe Minick, Richard Thomas, Priscilla Greene, Paul Sandman, Beth Simms, and Josh Jeffreys. Best wishes on your service to USAC!

**The 2019–20 Executive Committee, Wendy Burchard**

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

**Closed Session:**
The Council entered closed session at 1:45 p.m. No votes occurred.

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

Melody Wilson, incoming chair, adjourned the meeting at 1:46 p.m.

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

Respectfully submitted, Pamela Lee, Secretary/Treasurer