UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
June 12, 2018 – 1-3 p.m. – Carole Weinstein International Center Commons

**Members Present:** Lisa Bayard, Shannon Best, Wendy Burchard, Dustin Engels, Amy Gallagher, Beth Ann Howard, Austin Leach, Pam Lee, Paul Lozo, Emily Martin, Meg Pevarski, Rick Richardson, Heather Sadowski, Brittany Schaal, Tara Stewart, Cassandra Taylor-Anderson,

**Incoming Members Present:** Meriwether Gilmore, Rosanne Ibanez, Travis Smith, Michael Torquato, Melody Wilson,

**Non-Voting Attendees:** Matt Barany, Dave Hale, Jeff Legro, Keith McIntosh

**Members Absent:** Jason Cope, Mika Elovaara, Julie Neville, Joseph Woodford

**Non-Voting Absent:** Barry Lawson, Lynn Robertson, Carl Sorensen

Brittany Schaal, Chair, called the Council meeting to order at 1:17 p.m. and welcomed/recognized our newly elected council members, returning council members, council members completing their terms of service, and guests as part of our year-end celebration.

Minutes were approved electronically via the listserv and posted online.

Council members went around and answered the question: “What does being a member of USAC mean to you?”

**New Business - Discussion and Vote: Proposed Change to Bylaws Beth Ann Howard**

Beth Ann Howard presented the proposed changes that were previously shared over the list-serv. The proposed changes are in the committees section of the bylaws in Article VII Section 1, b to increase elections committee members from five members to six and to charge the elections committee with the elections of the staff seats on the University Planning and Priorities committee.

Dustin Engels moved to accept the presented changes to the bylaws. The motion was seconded. The motion passed with unanimous affirmative vote.

**Year in Review, Brittany Schaal:**

This year, USAC demonstrated Campus involvement through:

- Working to increase staff presence on the Planning and Priorities Committee
- Hosting A Conversation with Dr. Crutcher – Implementing the Strategic Plan
- Hosting a mixer for all faculty and staff members on campus
- Appointing a Faculty Liaison
- Establishing the Foodservice Involvement Team (FIT)
- Nominating staff for a president’s advisory committee and the benefits committee
- Participating in Spiders in the Know
focused on improved USAC functions such as:
- Updating the Bylaws
- Revising the elections process
- Reviewing and revamping the Planning and Priorities nomination process
- Creating the Request for Nominations Questionnaire
- Creating foundations for Staff Interest Group involvement
- Communicating the purpose of USAC through marketing
- Implementing suggested revisions to the web submission process

hosted regular meetings that included:
- A question of the month
- 21 guest speakers
- Topics such as information security, compliance training, career framework and performance management initiatives, UR Downtown, SPCS and Sustainability strategic plans, wellness initiative, and the quality enhancement program.

**Budget Update and Summary, Amy Gallagher:**
Events and meetings: $3,791
Voting platform: $334
Promotional items and printing: $673
Staff Interest Groups: $145
Totaling $4,943 of $6,465 budgeted to date.

**Committee and Liaison Updates, Overview and Summary:**
- Communications, Meg Pevarski: This year the communication’s committee focused on spreading information for staff events, creating informational posters, and marketing through promotional items.
- Elections, Pam Lee: Pam reviewed the online elections and general seats process, executive committee process, and the process for planning and priorities.
- Volunteer & Engagement, Tara Stewart: This year USAC engaged in tabling at benefits fair and reaching out to 192 new employees in different areas on campus.
- Faculty Liaison, Shannon Best: This year was focused on establishing a relationship with the Faculty Senate with Shannon attending Faculty Senate meeting and Barry attending our meetings. The faculty and staff mixer was executed with over 100 people attending. Being the first time this event was held we learned budgeting and process for planning the event.
- PIT, Rick Richardson: PIT is the plant involvement team. It is a group of representatives from facilities to meet with department heads, discuss issues brought to representatives from the different shops. Topics brought to PIT are then shared with USAC as they often affect staff and campus as a whole.
- FIT, Lisa Bayard: FIT is new this year and is a monthly meeting of representatives from units across dining services. Different issues and topics are discussed including benefits, best practices, what is new in each unit, customer service excellence, campus updates, etc.

**Web Submissions, Paul Lozo:**
Web Submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online.
Suggestion – Menu items from dining for delivery on campus.

Question – SpiderBytes decision

Suggestion – Springfest on a Friday

Suggestion – Picnic tables around the lake

Questions – GRTC bus routes with PULSE opening

**Recognition of Representatives, Brittany Schaal**

Continuing our year-end celebration, Brittany shared advice for incoming members from a survey of current members.

Brittany recognized each USAC member concluding their term of service and gifted each person a framed certificate signed by Dr. Crutcher.

**Transition to New Executive Committee**

The outgoing Executive Committee formally transitioned their duties to the 2018-2019 Executive Committee: Wendy Burchard (Chair), Meg Pevarski (Vice Chair), and Pam Lee (Secretary/Treasurer).

**Announcements:**

Busch Gardens day August 3rd.

Review the information in SpiderBytes regarding campus parking permits and wayfinding changes.

**Closed Session:**

The council entered closed session at 2:10 p.m. No actions or votes were taken.

Brittany Schaal moved to adjourn the meeting. The motion was seconded.

Wendy Burchard adjourned the meeting at 2:53 p.m.

Respectfully submitted, Amy Gallagher, Secretary/Treasurer