UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
August 14, 2018 – 1–3 p.m. – Tyler Haynes Commons, Room 305

Members Present: Shannon Best, Crystal Brown, Wendy Burchard (chair), Chaz Coleman, Jason Cope, Dustin Engels, Meriwether Gilmore, Rosanne Ibanez, John Jacobs, Rhonda Lambert, Austin Leach, Pamela Lee (secretary/treasurer), Paul Lozo (temporary vice chair in Meg’s parental leave absence), Emily Martin, Alison McCormick, Nick Minnix, Rick Richardson, Travis Smith, Michael Torquato

Non-Voting Attendees: Brittany Schaal, Carl Sorensen

Members Absent: Lisa Bayard, Meg Pevarski (parental leave), Melody Wilson

Non-Voting Absent: Barry Lawson (faculty liaison), Lynn Robertson

Wendy Burchard, chair, called the Council meeting to order at 1:07 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members answered the icebreaker question “If you could live in any decade, which decade, and why?”.

Transportation Update, Natalia Green, Director, Parking & Transportation
Natalia presented an update on the University’s GRTC and shuttle changes. UR takes you to the Pulse. UR now has four shuttles, an increase from two. Passenger counts will be reviewed during the fall semester to evaluate any further route changes. Existing GRTC passes expire later this month. You’ll need to re-register for a new pass.

UR funds faculty/staff GRTC tickets for commuting to & from work only. UR students are funded for unlimited bus ridership to promote their exploration off campus. Transportation Services receives a monthly report from GRTC.

Carrie Rose, director of communications at GRTC, attended to address any Pulse or GRTC concerns. She provided these pro tips on riding the Pulse.

- Arrive 5 minutes prior to scheduled departure
- Make sure to get your proof of payment
- Can enter the bus through front or back door
- Can stand up during travel
- Make sure you keep your Pulse receipt while on your ride, as it could be randomly checked

Starting in Sept./Oct. 2018, Pulse frequency will increase to every 10 minutes M–F from 6 a.m.–7 p.m. then anywhere from 15-min. to 30-min. frequency depending on the time of day.

For more information, please visit transportation.richmond.edu or ridegrtc.com for GRTC routes. Any feedback or questions can be directed to Natalia Green (ngreen@richmond.edu or 289-8703).
Performance Management Update, Bernadette Costello, Director, Talent & Organizational Effectiveness

Bernadette presented an update on the University’s performance management initiative, which began Jan. 2018. There is a 15-team steering committee. Much of the spring was spent conducting focus groups across University divisions/departments. The philosophy and guiding principles have been determined based on focus group feedback.

The committee is working on ideas and drafts with committee sub groups. Best practices across various and multiple sectors are being discovered and evaluated. These groups will reconvene in Sept. to determine UR’s best process to present to Cabinet in Oct. for feedback. After that meeting, HR will be equipped to communicate more details with faculty/staff. Bernadette will re-visit USAC later this fall with an update.

The goal is early piloting in 2019 with full implementation no later than 2020. TalentWeb will still be used, since it is a stable module that can be adapted to our new process.

A more complete website will be established soon. In the meantime, you can visit https://hr.richmond.edu/learning/career-initiatives/Performance-Man.html for a list of the steering committee members. Feel free to reach out to your committee’s representative with any questions.

Meet the 2018–19 Committees and Liaisons, Wendy Burchard

- Communications Committee: Nick Minnix (chair), Jason Cope, Roseanne Ibanez, Alison McCormick, Mike Torquato, and Lisa Bayard … will be having their 1st meeting the week of Aug. 20
- Elections Committee: Dustin Engels (chair), Travis Smith, Chaz Coleman, Austin Leach, Rhonda Lambert, and Melody Wilson … will be having their 1st meeting on Aug. 16
- Workplace Environment Committee: Meg Pevarski (chair), Rick Richardson, John Jacobs, and Meriwether Gilmore … Paul will officially hand over this committee to Meg upon her parental leave return
- Volunteer & Engagement Coordinators: Emily Martin and Crystal Brown … 1st event for USAC tabling is the benefits fairs in Nov.
- Faculty Liaisons: Shannon Best (and Roseanne Ibanez who will shadow Shannon to assume role for 2019–20) … faculty/senate liaison will be determined after their first meeting in Sept.
- Foodservice Involvement Team (FIT): Lisa Bayard and Alison McCormick
- Plant Involvement Team (PIT): Rick Richardson

Budget Update, Pamela Lee

Spent YTD: $0 • Balance: $5,875

Expected expenses: Simplyvoting.com ($350), promotional swag (TBD), USAC-sponsored events/forums (TBD), and end-of-year celebration (TBD)

Web Submissions, Paul Lozo

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

- Suggestion – Tuition remission for music classes
- Compliment – New campus signage
- Question – Benefits for opposite sex domestic partners
- Suggestion – Staff maternity leave not the same as faculty
- Question – Why SPCS doesn’t offer skilled trade programs
- Suggestion – Non-credit classes for grandchildren
- Question – Parental leave for dual UR staff
Announcements:
Council wished Brittany Schaal, immediate past chair, all the best in her new role in crisis management at Capital One. Brittany’s last day at UR is Aug. 17.

If Council has any topic ideas for the Dec. 18 forum, please submit to Wendy Burchard.

Upcoming USAC events:
Fall USAC/Faculty Senate mixer (October 3)
Tabling at annual benefit fairs (Nov. 1, 7, and 9, 9 a.m.–4 p.m.)
Q&A Forum with Dr. Crutcher (Dec. 18, 10:30 a.m.–noon)
Spring faculty/staff mixer (April 22, 5:30–7 p.m.)

Upcoming meeting presentations/speakers:
September — Lori Schuyler and Dustin Engels (UR Better) / Human Resources (Careers website)
October — Keith McIntosh (VPN dual authentication)

Closed Session:
The council entered closed session at 2:06 p.m. No votes occurred.

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

Wendy Burchard adjourned the meeting at 2:15 p.m. The next meeting will be Tues., Sept. 11.

Respectfully submitted, Pamela Lee, Secretary/Treasurer