

UNIVERSITY STAFF ADVISORY COUNCIL MEETING MINUTES

November 8, 2016 – 1-3 p.m. – Tyler Haynes Commons, Room 305

Members Present: Sonia Chop (recording secretary), Amy Gallagher, Slade Gormus, Beth Ann Howard, John Hurst, Jackson Knox, Ingrid Lasrado, Paul Lozo, Kirsten McKinney (chair), Barb Michelson, Julie Neville, Heather Sadowski, Brittany Schaal, Cindy Sharp, Cindy Stearns, Tara Stewart, Cassandra Taylor-Anderson, Harold Wainwright, Joseph Woodford

Non-Voting Attendees: Paul Brockwell, Carl Sorensen

Members Absent: Matt Barany (vice chair), Kate Sirc

Kirsten McKinney called the Council meeting to order at 1:02 p.m. USAC meeting minutes from October were approved on October 17 and posted to the USAC website.

Assistant Vice President for Alumni and Career Services (Denise Dwight Smith)

Amy Gallagher introduced Denise Dwight Smith to Council. Denise joined the Office of Alumni and Career Services (OACS) on July 1, 2016 and is doing a “learning tour”. She praised the 3 alumni buildings on campus (Jepson Alumni Center, Queally Center, and OACS office in Tyler Haynes Commons) and the 45 alumni regions through the country. She highlighted previous work experience with various organizations and enjoys personalizing relationships with alumni and current students. In her field, connecting alumni services with career services is a fairly new venture but she commended how the University is highly experienced in that area.

Goals include enhancing awareness for current students and recent alumni to engage in OACS services, increase employer engagement, and develop content for career gallery in the new Queally Center. Questions from the Council included more information on alumni employed with Small, Women and Minority-Owned businesses (SWaM).

There was information shared about the Red Spider Society which is a group of recent graduates that pledge to continue alumni engagement and its overall goal is to build young alumni network.

Upcoming Events (Lynn Robertson)

The annual Winter Celebration will take place on Tuesday, December 6 from 2-4 p.m. in the Alice Haynes Room of the Tyler Haynes Commons. The Theme is “Dashing through the Snow” and UR is partnering with John Marshall High School and Huguenot High School to collect donations which include toiletries, hats, gloves, and mittens. Departments can also adopt a “Snow Person” which can be decorated in any way it relates to your department. There are a total of ten “snow people” that are available. Email Lynn Robertson (iroberts@richmond.edu) if your department wishes to adopt a snow person. All adopted snow people must be completed and delivered to Alice Haynes Room by Monday, December 5.

The annual Service Awards will take place on Wednesday, February 15, 2017. There will be 185 people recognized for years of service. Employees are recognized in 5-year increments and employees that have worked at the University for 5+ years have already been notified that they will receive an award.

Budget Presentation (Kirsten McKinney and Sonia Chop)

Kirsten explained how under the current bylaws, the budget responsibilities are not assigned to any officer and that the process for USAC finances has never been formalized but that USAC has been

operating simply by having the Executive Committee approve all expenses. A brief history on the USAC budget was also given and it was noted that essentially the budget is carved from Human Resources budget each year.

Sonia presented current USAC budget and how funds are earmarked for the fiscal year. A question was asked as to what will happen to the funds that are earmarked for Affinity Groups if it is determined that those groups will no longer be managed by USAC. Kirsten responded that the plan, as explained at the August meeting, is to test the new format with Affinity Groups through this semester and those conversations would start again in the spring. This question will be raised at that time.

Bylaw Amendment Proposal and Discussion (Beth Ann Howard)

The proposal summarized that treasurer duties should be added to the recording secretary role and an updated position of "Secretary/Treasurer" and addressed the basic procedures of USAC's finances. Council members will vote on the bylaw amendment at the next meeting on Tuesday, December 13.

Committee Updates

- *Executive*: There will be a USAC Open Forum with an update on the Strategic Plan on Tuesday, November 29 from 10:30 a.m. - 12 p.m. in Alice Haynes Room, Tyler Haynes Commons. USAC has donated 48 holiday stockings to the WinterFest collection effort.
- *Communications*: Committee has been working with both Elections and Volunteer & Engagement Committees to further engagement. Communications is working with HR on postcards to congratulate parents with newborns.
- *Elections*: USAC submitted 12 names were submitted for the President's Advisory Committee for Sexual Violence Prevention and Response. There were 17 names submitted for the Provost Search Committee. More details on University Committees are available on the [USAC website](#).
- *Volunteer & Engagement*: Brittany Schaal thanked members that worked first benefits fair on November 3 and sent reminder on dates of the last two fairs on November 9 & 11. Following the Winter Celebration on Tuesday, December 6, volunteers are needed to stuff stockings from 4-6 p.m. Email Brittany (bschaal@richmond.edu) if you wish to volunteer.
- *Affinity Groups*: Heather Sadowski shared updates for Caregiving. The October 19 Medicare group had 15 attendees. The Virginia Assistive Technology event will be on November 10. Register via UR Talent Web. A registration sheet will also be available on the day of the event. Heather is working with UR Involved co-chairs to determine future programming and will have an update in December. Women & Leadership Reading Group will meet on Tuesday, November 15 in the Jepson Faculty Lounge to discuss a post-election [article](#).

Web Submissions (Kirsten McKinney)

One web submission was reviewed and discussed. The web submission and full answer is posted as a separate document online.

- *Health Insurance Policy*

Announcements: No announcements made.

Closed Session: No business discussed.

Hearing no other concerns, Kirsten adjourned the meeting at 2:12 p.m.

Respectfully Submitted, Sonia Chop, USAC Recording Secretary