UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
October 9, 2018 – 1–3 p.m. – Westhampton Center Living Room

Members Present: Lisa Bayard, Shannon Best, Crystal Brown, Wendy Burchard (chair), Chaz Coleman, Jason Cope, Dustin Engels, Meriwether Gilmore, John Jacobs, Rhonda Lambert, Pamela Lee (secretary/treasurer), Emily Martin, Alison McCormick, Nick Minnix, Meg Pevarski (vice chair), Travis Smith, Michael Torquato, Melody Wilson

Non-Voting Attendees: Paul Lozo

Members Absent: Rosanne Ibanez, Austin Leach, Rick Richardson

Non-Voting Absent: Tanja Softic (faculty liaison), Lynn Robertson, Carl Sorensen

Wendy Burchard, chair, called the Council meeting to order at 1:03 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members answered the icebreaker question “Are you spring, summer, fall, or winter, and why?”

Dual VPN Authentication Update, Keith McIntosh, Vice President and Chief Information Officer, Information Services
Keith McIntosh presented two-factor authentication to secure credentials and to best avoid data breaches. This is the leading standard in higher education. Since Oct. 1, #1,301 people have enrolled, which is a high success rate. Currently this is required for VPN users only. Two-factor authentication will be applied to additional enterprise systems as time permits. There will be a phased approach to the rollout.

Duo is required for VPN access as of Oct. 1. If you have not enrolled yet, please do so.

To enroll, visit is.richmond.edu and select “Accounts and Passwords” from the top navigation bar then select “Duo Security”.

Budget Update, Pamela Lee
Spent YTD: $471
Going-away gift for Brittany Schaal, promotional swag (coasters) that will be handed out at USAC’s table at the benefits fairs
Balance: $5,404
Expected expenses: Simplyvoting.com ($350), USAC-sponsored events/forums (TBD), and end-of-year celebration (TBD)

Committees and Liaisons Updates, Wendy Burchard
- Communications Committee: Ordered coasters, Rosanne and Nick will become more active on the USAC Facebook page now that they have administrative privileges, the committee is still discussing how to feature and spotlight staff, will be providing USAC website updates for completion.
- Elections Committee: Currently reviewing the divisional representation model to evaluate for possible adjustments or realignments before elections in the spring.
- Volunteer & Engagement Coordinators: Looking for Council volunteers for the USAC table at the benefits fairs (Nov. 1, 7, and 9).
- Faculty Liaisons: Faculty Senate met on Sept. 21. Tanja Softic was appointed as our faculty liaison. On track for April 22 faculty staff mixer in the stadium suites.
• **Plant Involvement Team (PIT):** No updates other than the change in SpiderBytes due to their lack of a computer. Fri., Oct. 12, is the Facilities appreciation cookout.

• **Foodservice Involvement Team (FIT):** Met on Sept. 26. They discussed the response to the tornadoes in Sept. John Jacobs assured Allison that the dining staff managed the situation appropriately. FIT is using these meetings as a tool about USAC and ways to improve communication within the dining teams.

• **Human Resources:** No report.

• **Workplace Environment Committee:** Welcome back, Meg! Thanks to Paul for holding down the fort in Meg’s parental leave absence. The committee will have more of an update in November.

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**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](http://usac.richmond.edu).

**Announcements:**

The President’s Office has retained the services of Keeling & Associates, a higher education consulting firm, to gather focus group data on thriving and inclusion issues this semester. Staff are invited to attend a faculty/staff focus group conversation on Wed., Oct. 17, from 11–11:50 (location TBA). If you are interested in participating, please email Sharon Broyles no later than Fri., Oct. 12.

Trick or Treat Street is Sun., Oct. 21, from 11 a.m.–3 p.m. on Stern Plaza. After 3:30 p.m. free straw bales from the event will be available for the taking!!

The annual **Connecting Womxn of Color Conference** will be held Fri., Oct. 26, from noon–3:30, in Tyler Haynes Commons.

**Open enrollment** is Oct. 29–Nov. 9, and the annual benefits fairs are scheduled for Nov. 1, 7, and 9, from 9 a.m.–4 p.m.

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

**Upcoming USAC events:**

- 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.)

**Closed Session:**

The Council entered closed session at 2:40 p.m. No votes occurred.

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

Wendy Burchard adjourned the meeting at 3 p.m. The next meeting will be Tues., Nov. 13.

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*Respectfully submitted, Pamela Lee, Secretary/Treasurer*