UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
December 8, 2015 / 1–3 p.m. / THC 310

Members Present: Matt Barany, Karen Berry, Paul Brockwell, Charm Bullard, Stephanie Charles, Gina Flanagan, John Hurst, Iria Jones, Jackson Knox, Ingrid Lasrado, Kirsten McKinney, Tim Meacham, Barb Michelson, Andi Minor, Nancy Propst, Sonia Phung, Cindy Sharp, Kate Sirc, Kelly Sprouse, Bianca Spurlock, Cindy Stearns, Harold Wainwright, John Zinn

Non-Voting Attendees: Carl Sorensen, Maya Vincelli, Lisa Miles, Jamelle Wilson

Members Absent: Patrick Benner, Cynthia McMillan, Abby Ward

Paul Brockwell called the meeting to order at 1:03 p.m.

USAC Meeting Minutes
• The Council voted to approve the November minutes

Guest Presentation: Martin Luther King Day of Service and Learning
Given by Lisa Miles, Associate Director, Office of Common Ground
• The university will be closed Monday, Jan. 18, 2016 to observe MLK Day. Many activities are scheduled on and off-campus to commemorate Dr. King’s legacy. All are open to faculty and staff.
  o Kickoff breakfast with a talk from Dr. Betty Crutcher
  o Service opportunities on and off campus
  o MLK Family Day 11am-2pm THC 3rd floor; ideal for ages 2-12
  o Walking tour of Jackson Ward
• Commemoration Ceremony is at 5:30pm in Camp Concert Hall; Dr. Crutcher will be the speaker; it will also feature presentations and performances from students, faculty, staff, and community members
• Website for events or to register
  http://commonground.richmond.edu/programs/mlk/index.html

Guest Presentation: Dean Jamelle Wilson, SPCS
• Dr. Wilson spoke with the council about SPCS; the school is preparing a new strategic plan – the school serves the community that is already here and works to enrich students’ lives and careers
  o 26 percent of students are from ZIP codes associated with Richmond; 30 percent are students of color; nearly 30 percent are first-generation college students
• Dr. Wilson asked the council for suggestions to make SPCS even better – these ranged from improved marketing and showcasing success stories, to more online courses

Updates from Officers, Committees, & Members
• Ad Hoc Representative Committee
  o Council will be receiving information shortly on a representatives model to review
• Affinity groups
  o Gina Flanagan will be taking over as the Affinity Groups Chair
o **Parenting** held a successful event for families on Saturday, November 21 that tied in with the Men’s basketball game; They have an event at noon tomorrow 12/9 to talk about holiday traditions and will have mild and cookies to share in the Whitehurst Living Room.

o **Caregiving** – about 20 people came to the Medicare/Medicaid presentation so they may repeat it in the spring; They will have the two attorneys back in the spring semester.

o **UR Involved** – Participated with Facilities in the Richmond Christmas Parade December 5; Had 29 staff help with the float between planning meetings and the actual parade day. A big thank you to Paul Lozo for bringing his guidance in making it happen and in bringing the opportunity to council’s attention, and to Kate Sirc for managing the group engagement. The parade will be re-televised on Christmas Day.

- Affinity Ad Hoc Committee has no new information to report
- Paul reminded members that Employee Service Award nominations are due by January 22. You can nominate deserving staff via the hr website [http://hr.richmond.edu/talent/performance/awards/index.html](http://hr.richmond.edu/talent/performance/awards/index.html)
- Paul briefly revisited the Flexible Work Arrangement issue raised in November for when a changes is made for more than four months [http://hr.richmond.edu/benefits/flexible-work-arrangement/index.html](http://hr.richmond.edu/benefits/flexible-work-arrangement/index.html). He encouraged members to read the policy and noted plans for Carl to update new administrators about the policy with some sort of communication. Additionally, there will be an effort this year to make staff aware of the policy so they can self-educate and evaluate whether it is appropriate and applicable to their work at the University.
- A constituent concern about employee recognition was brought to council – discussion was held and brought to the attention of Carl Sorensen.
- Paul Brockwell read a letter from President Crutcher in honor of USAC’s 15th Anniversary.

**Web Submissions (Andi Minor)**
- Web Submissions were reviewed and discussion. Actual web submissions and full answers are posted as a separate document. As a follow-up to the discussion on Veteran’s Day in November, Maya shared that four veterans took advantage of the discounted meal on Veteran’s Day

**New Business**
**January 10** USAC will host Martha Merritt, Dean of International Education. The meeting will take place in the International Center Commons.

Hearing no other announcements, Paul adjourned the meeting at 2:10 p.m.

**Respectfully Submitted,**

Nancy Propst
USAC Secretary