

UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
July 11, 2017 – Westhampton Center Living Room

Members Present: Shannon Best, Wendy Burchard, Jason Cope, Dustin Engels, Amy Gallagher (Secretary/Treasurer), Beth Ann Howard, Austin Leach, Pam Lee, Paul Lozo (Vice Chair), Emily Martin, Julie Neville, Meg Pevarski, Rick Richardson, Heather Sadowski, Brittany Schaal (Chair), Tara Stewart, Joseph Woodford

Non-Voting Attendees: Kirsten McKinney

Members Absent: Lisa Bayard, Stephanie Bernthal, Mika Elovaara, Cassandra Taylor-Anderson
Non-Voting members Absent: Lynn Robertson, Carl Sorensen

Brittany Schaal, Chair, called the Council meeting to order at 1:05 p.m.

Minutes from the June meeting were approved via the listserv and posted online prior to the meeting.

Introductions: The council provided introductions including name, department of work on campus, and one work related skill that he/she/they would develop if it could be done easily.

Busch Gardens Day: Brittany Schaal asked members to reference emails that have been sent out from Carl Sorensen regarding event sign up.

Discussion and Vote - Update to Bylaws: A copy of the updates were distributed to members via the listserv prior to the meeting. Paper copies were also made available. The suggested changes focused around previously passed adaptations such as adjustments to the volunteer and engagement position and affinity groups chair, and changing the name from recording secretary to secretary/treasurer. Further discussion of how to identify the PIT and FIT liaison was also discussed.

Beth Ann Howard moved to vote to accept changes as they are presented. The motion was seconded. The motion passed with unanimous affirmative voice vote.

Committee and Liaison Overview:

- Communications – *Amy Gallagher:* The communications committee and chair are charged with developing and implementing a communication plan for USAC to the campus community each year. This is an area of constant development and discussed improvement to communicate our mission and purpose.
- Elections - *Beth Ann Howard:* The elections committee chair plans and implements communications regarding nominations, soliciting nominations, and the voting process. This committee also heads the nominations that are solicited from USAC for university committees.
- Volunteer and engagement – *Brittany Schaal:* This position is the contact point for requests for USAC participation in campus events, for example a table at the Busch Gardens Day ticket handout and Wellness Fair. The coordinator then relays opportunities to the council for discussion on participation and coordinates the volunteer presence for events.
- Workplace environment – *Paul Lozo:* This committee aids in the response to web submissions that are submitted throughout the month. The committee will also implement the suggested changes to the web submission forms.
- Faculty: The existence and specifics of this liaison are an initiative for this year to help bridge perceived gap between the faculty and staff members on campus.
- PIT – *Paul Lozo:* Plant Involvement Team (PIT) is an elected committee of elected facilities representatives who serve one year terms. Elected representatives are charged with being the voice of the different areas of facilities. They solicit questions, suggestions, comments from their area and bring

it to the meeting for discussion and potential solutions. The PIT liaison reviews notes and shares relevant campus information with USAC.

- FIT – *Joseph Woodford*: Food Service Involvement Team (FIT) is a new initiative set to begin next month when hours return to a normal schedule. The FIT will be comprised of representatives from the different dining storefronts on campus. Similar to PIT, they are tasked with giving food service a representation on campus. They will meet once a month. The PIT liaison will review notes and share relevant information for all staff or campus discussion at USAC.
- HR – *Brittany Schaal*: Carl Sorensen attends meetings to give a human resource perspective on USAC issues and answer questions relevant to Human Resources.

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/meetings.

- *Sidewalk from Special Programs Building to Jepson Alumni Center*
- *Volleyball court use for staff and faculty member involvement*

Looking forward to our year:

- Brittany Schaal reviewed the purpose of USAC, navigating the USAC website, using the USAC ListServ, filling out the Member Interest Form for committees, and addressing USAC with new employees in your area.
- Brittany Schaal stressed that engagement and feedback through the listserv is welcome, as well if there is alternate communication method for us to use to pass information.
- Brittany requested that committee interest form is filled out by the end of the week and that it would be emailed through the USAC listserv.

Budget review: Amy Gallagher announced that there are no updates to the budget at this point as we kick off the new fiscal and USAC year. As the year progresses, if members or committees have suggestions for budget allocations or USAC initiatives throughout the year please come to the Executive Committee for discussion.

Announcements:

- Amy Gallagher announced that if there are any edits you would like made to your name tent to please let her know.
- Busch Gardens ticket handout is on July 27, from 10-3, in the Gottwald atrium. USAC was invited to table at the ticket handout. It was decided that USAC accept that invitation. Brittany Schaal announced she would send out a GoogleDoc for sign-up.

Closed Session. The council entered closed session at 1:53pm. No actions or votes were taken.

The council participated in an icebreaker activity surrounding group similarities.

Brittany Schaal adjourned the meeting at 2:49 p.m.

Respectfully Submitted, Amy Gallagher, Secretary/Treasurer