



University Staff Advisory Council

Annual Report

July 1, 2023 to June 30, 2024

University Staff Advisory Council Executive Committee

During the 2023-2024 academic year, USAC was led by the following members of the Executive Committee and this report is submitted on their behalf:

Chair: Derek Miller, *Associate Director, Community-Engaged Research, Scholarship, and Relationships, Bonner Center for Civic Engagement*

Vice Chair: Bill Galaspie, *Business Intelligence Specialist, Information Services*

Secretary/Treasurer: Cassie Price, *Manager, Communications and Academic Research, Jepson School of Leadership*

Overview

The academic year 2023-2024 represented a key foundational year and a degree of stability after significant changes in University's senior leadership and the continued ramifications of COVID-19. This was the third year for President Hallock, and the first full year for the new *Chief Human Resources Officer* Geraldine Sullivan and *Executive Vice President and Provost* Joan Saab.

We sought to continue the ongoing work of previous USAC's focusing on community building, empowering staff, and engaging senior leadership in productive partnership. Along these lines, the USAC executive team invited senior leadership to a year-long dialogue focused on key issues related to staff retention.

What follows is a report of the goals USAC set for itself in July alongside a record of key activities that USAC completed.

Goals

1) Strengthen community within USAC to promote a cohesive sense of connection, support and identity.

- a. Continued to hold hybrid meetings that has encouraged participation from a wide-range of community members in our regular meetings.
- b. Organized a tour of the Well-Being Center that included multiple stations allowing for staff to learn more about this awesome resource and to connect with each other.
- c. Will be hosting a lunch for current and incoming USAC representatives at our final meeting on June 11 to provide an opportunity to thank representatives for their service.

The University Staff Advisory Council represents the needs of staff to senior administration and works proactively to make the University of Richmond an employer of choice.



University Staff Advisory Council

2) Raise campus awareness of USAC and its goals through further integration into preexisting University systems and structures and transparent communication.

- a. Continued the tradition of providing all new staff USAC swag and sent them an email letting them know about USAC.
- b. Tabled at the Benefits Fair.
- c. USAC chair presented at a Faculty Senate meeting.
- d. Completed the first year of having USAC representatives on the Benefits Committee and the Planning and Priorities Committee.

3) Increase USAC as an informational hub, connecting disparate parts of the University, and bring staff concerns to upper administration.

- a. We had a joint meeting between the Faculty Senate Executive Team and the USAC Executive Team at the beginning of the year. Chair of USAC and Faculty Senate President continued to have meetings throughout the year.
- b. We had 15 guest speakers discussing 11 different topics at USAC regular meetings.
- c. Hosted a conversation with Ayers Saint Gross on the Campus Planning process.
- d. Identified a staff representative to serve on the Campus Planning Committee.
- e. Completed the first year of having a USAC representative on both the Benefits Committee and the Planning and Priorities Committee.
- f. Hosted a breakfast with Provost Saab and a breakfast with Chief Human Resources Officer Geraldine Sullivan.

4) Provide accessible information and opportunities for engagement in campus DEIB initiatives to all members of UR staff.

- a. Director of Institutional Equity & Inclusion Glyn Hughes provided a report on DEIB efforts and answered staff questions during a USAC meeting.
- b. Director of Institutional Equity & Inclusion Glyn Hughes and Dean Mia Reinoso Genoni presented on the Bias Reporting System.

Invited Speakers to USAC Meetings

September

Workday – Mark Detterick and Julie Farmer

Compliance Week – Kristine Henderson

October

Benefits and Benefits Fair – Laura Dietrick

Threat Assessment Team – Kris Day and Steve Bisese

November

Bias Review and Response Process – Glyn Hughes and Mia Reinoso Genoni

December

Campus Safety and Threat Assessment Team – David McCoy and Kristen Day

The University Staff Advisory Council represents the needs of staff to senior administration and works proactively to make the University of Richmond an employer of choice.



University Staff Advisory Council

January

Diversity, Equity, Inclusion, and Belonging – Glyn Hughes

February

International Education – Ellen Sayles

March

UR Campus Plan – Ayers Saint Gross

April

Athletics – Ryan Colton

May

Faculty & Staff Research Symposium – Lidia Radi and Elizabeth Outka

June

President Hallock

USAC Sponsored Events

Breakfast with Joan Saab

Breakfast with Geraldine Sullivan

Tour/Stations at the Well-Being Center

Websub

| <u>Web Submission Theme</u> | <u>Number of Web Submissions</u> |
|------------------------------------|-----------------------------------------|
| Performance Evaluation | 2 |
| Sustainability | 1 |
| Staff Education | 3 |
| Covid/Sick Leave/FMLA Leave | 5 |
| Employee Well-Being | 6 |
| Information Services | 1 |
| Emergency Services | 1 |
| Career Development | 2 |
| Phone Policy | 1 |

Conversations With Senior Leadership

August

-Retention

-Goals

September

-Campus safety

-Professional development

October

-Staff/Faculty affinity groups

The University Staff Advisory Council represents the needs of staff to senior administration and works proactively to make the University of Richmond an employer of choice.



University Staff Advisory Council

- COVID
- How to encourage talent to come back

November

- Re-visiting conversations
 - HR website inclusive language audit update
 - Update on benefits comparison study
 - COVID extra sick days

December

- Identifying staff on committees across campus
- Discussion of supporting work/life balance

January – Cancelled

February

- Benefits report walkthrough

March

- Sick days at the start – what happens if you get sick in the first week
- Pathways for career development and promotion follow-up

April

- Returning employees not starting a new clock

May

- Addressing sick students
- Feedback on deans/supervisors

USAC Budget (As of May 31)

| Current Index | Account Type | Fiscal Year | | FY24 | | | |
|-------------------------------------|--------------|-------------|------------------------|----------------------------------------|---------------------------|-----------------|------------|
| | | Account | Adjusted Budget Amount | Actual Activity | Budget to Actual Variance | | |
| University Staff Advisory Committee | 2325 | 70 | Non-Labor Expenses | 7025 Marketing & Promotions | '-- | \$1,142 | \$ (1,142) |
| | | | | 7028 Office Supplies | '-- | \$1,014 | \$ (1,014) |
| | | | | 7029 General Materials | \$4,350 | '-- | \$ 4,350 |
| | | | | 7072 Printing | \$425 | \$553 | \$ (128) |
| | | | | 7233 Software (Non Cap) | '-- | \$450 | \$ (450) |
| | | | | 7902 Discretionary Expenses | \$600 | '-- | \$ 600 |
| | | | | 7903 Social Activities & Entertainment | \$500 | '-- | \$ 500 |
| | | | | 7997 Hospitality, Meals & Receptions | '-- | \$583 | \$ (583) |
| Total | | | | \$5,875 | \$3,742 | \$ 2,133 | |

Budget expenses for this month:

- \$1,139.60 for 200 USAC water bottles received last week and which will be given to new hires.
- \$602 for the buffet lunch for current and incoming USAC representatives on June 11.
- \$391.40 (\$20.60 each) to go to dining dollars on the Spider Cards of the 19 USAC representatives who served this year by way of a thank-you.

The University Staff Advisory Council represents the needs of staff to senior administration and works proactively to make the University of Richmond an employer of choice.



University Staff Advisory Council

USAC Members

Derek Miller, USAC Chair

*Assistant Director of Community Relationships, Bonner Center for Civic Engagement
Academic Affairs At-Large Seat, 2022-24*

Cassie Price, USAC Secretary/Treasurer

*Manager, Communications and Academic Research, Jepson School of Leadership Studies
Academic Affairs Seat, 2021-24*

Carolyn Smart

*Assistant to the Dean, Arts & Sciences
Academic Affairs Seat, 2021-24*

Kirstin Stacia, USAC Volunteer Committee Chair

*Manager of Administrative and Technology Services, SPCS Administration
Academic Affairs Seat, 2023-26*

Mary Wheaton

*Special Format Catalog Librarian, Boatwright Memorial Library
Academic Affairs Seat, 2023-26*

Carole Yeatts, USAC Faculty Senate Liaison

*Director of Employer Outreach and Career Advising, School of Law
Academic Affairs Seat, 2022-25*

Ashley Kuemmerle, USAC Planning and Priorities Representative

*Administrative Coordinator, Office of Alumni Relations
Advancement Divisional Seat, 2023-26*

Jennifer Phillips

*Assistant Business Manager, Athletics Administration
Athletics Divisional Seat, 2023-26*

Monica Booker

*Fixed Asset and Debt Accounts Manager, Controller's Office
Business Affairs At-Large Seat, 2023-26*

Frances Dickerson-King

*Student Account Specialist, Controller's Office
Business Affairs At-Large Seat, 2021-24*

The University Staff Advisory Council represents the needs of staff to senior administration and works proactively to make the University of Richmond an employer of choice.



University Staff Advisory Council

Nyrenge Dut

Custodial Supervisor, University Facilities
Facilities Departmental Seat, 2022-24

Michael LaRue

Front of the House Manager, Heilman Dining Center
Dining Services Departmental Seat, 2021-24

Jess Oliver, USAC Benefits Committee Representative

Communications Center Supervisor, Campus Safety
Public Safety Departmental Seat, 2023-26

John Shines, USAC Plant Involvement Team Representative

Custodial Team Leader, University Facilities
Facilities Departmental Seat, 2023-26

Rachel Weinberg-Rue

Compliance Officer, Financial Aid Office
Enrollment Management Divisional Seat, 2021-24

Cindy Smith, Elections Committee Chair

Assistant to VP, Communications Office
Communications Divisional Seat, 2021-24

Bill Galaspie

Business Intelligence Specialist, Information Services
Information Services Divisional Seat, 2021-24

Jamie Lynn Haskins

Chaplain for Spiritual Life, Chaplain's Office
Student Development Divisional Seat, 2021-24

Wendy Sheppard

Assistant Director of Sports and Risk Management, University Recreation
Student Development Divisional Seat, 2023-26

The University Staff Advisory Council represents the needs of staff to senior administration and works proactively to make the University of Richmond an employer of choice.