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.

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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

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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

Websubs

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Conversations With Senior Leadership

August
- Retention
- Goals

September
- Campus safety
- Professional development

October
- Staff/Faculty affinity groups

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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)

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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.

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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

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Nyreng 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