



University Staff Advisory Council

USAC Monthly Meeting

Tuesday, June 13, 2023 at 1:00 p.m.

In Person Meeting: Wilton Center Multifaith Room

Members Present: Kourtney Ennis, Paul Just, Jeff Smith, Craig Buchbinder, Fred Hagemeister, Cassie Price, Derek Miller, Nyreng Dut, Rachel Weinberg-Rue, Kaylin Tingle, Carole Yeatts, Susan Sokolsky, Carolyn Smart, Cindy Smith, Taylor McNeilly

Members Absent: Jamie Lynn Haskins, Frances Dickerson-King, Michael LaRue, Bill Galaspie, Katy Olney

1. Call to Order

Paul Just called the meeting to order at 1:09 and welcomed guests to the last USAC meeting of the year

2. Special Guest: Geraldine Sullivan, *Chief Human Resources Officer*

- Geraldine introduced herself and talked about her journey to University of Richmond
- Provided a 90-day review of her time at UR, spent much of the time meeting people, learning roles and structures, review of strategic plan
- Over the next few months wants to articulate HR goals, consider HR structure, dive deeper into understanding policies and practices, prepare for launch of ERP project, wrap up first merit cycle
- Opened the floor for questions and discussion around employee experience and considerations. Some thoughts/suggestions included:
 - Professional development offerings for staff at large, expanding on the current HR programming and offerings
 - Incorporating campus tours into employee onboarding process with a focus on staff
 - Focus on recruiting and retaining talent based on strategic plan tenet—belonging, building community and wellness
 - Building networks/groups across campus that connect staff in similar roles to learn from and build repour, communities of practice
 - Job shadowing opportunities to learn about different roles on campus to build from within
 - Suggestion to include roles from across campus to be part of the ERP implementation/Talent Web process to ensure staff in different functions know how to work the system

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- Religious observance policy—needing to use vacation days to observe religious holidays for non-Christian holidays; more representation for non-Christian holidays
 - Accrual of vacation days vs. other options
 - HR to focus on building tiers for job roles—growth opportunity and recognizing contributions, career paths within roles and positions
 - Comparing our benefits and status to aspirant institutions instead of peer institutions
 - Building staff redundancy so there is staff support when people are out of office
 - Invitation to reach out to URHR for any needs, questions, concerns, suggestions
3. Presentation: Highlights of the 2022 – 2023 USAC Annual Report
- Went over goals and accomplishments from the past year
 - The final report will be available online in August
4. Introduction of new USAC Representatives for 2023 – 2024:
- a. Derek Miller, *Chair*
 - b. Bill Galaspie, *Vice Chair*
 - c. Cassie Price, *Secretary/Treasurer*
 - d. Mary Wheaton, *Boatwright Memorial Library*
 - e. Darius Smith & Jennifer Phillips, *Athletics*
 - f. Lily Evenstar, *Dining*
 - g. John Shines, *Facilities*
 - h. Jessica Oliver, *Public Safety*
 - i. Valerie Caminiti, *IT*
 - j. Monica Booker, *Controller's Office*
 - k. Kirstin Stacia & Carole Yeatts, *two reps from the five schools*
 - l. Ashley Kuemmerle, *Advancement*
 - m. Wendy Shepphard, *Student Life*
5. Important Upcoming Dates
- a. July 11, 2023 – First meeting for the newly elected USAC Executive Committee and representatives
6. Committee Updates
7. Web Submissions
8. Closed Session
Meeting closed at 2:04

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