UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
September 11, 2018 – 1–3 p.m. – Westhampton Center Living Room

Members Present: Lisa Bayard, Crystal Brown, Wendy Burchard (chair), Chaz Coleman, Jason Cope, Dustin Engels, Meriwether Gilmore, Rosanne Ibanez, John Jacobs, Rhonda Lambert, Austin Leach, Pamela Lee (secretary/treasurer), Emily Martin, Alison McCormick, Nick Minnix, Rick Richardson, Travis Smith, Melody Wilson

Non-Voting Attendees: n/a

Members Absent: Shannon Best, Paul Lozo (temporary vice chair in Meg’s parental leave absence), Meg Pevarski (parental leave), Michael Torquato

Non-Voting Absent: Barry Lawson (faculty liaison), Carl Sorensen, Lynn Robertson

Wendy Burchard, chair, called the Council meeting to order at 1:02 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members answered the icebreaker question “What’s your favorite activity to do locally, and why?”.

UR Better Process Improvement Initiative Update, Lori Schuyler, Vice President for Planning & Policy  
urbetter.richmond.edu

UR Better grew out of different conversations during the strategic planning process … in particular the stewardship goal. How can we do things smarter, more efficiently, and save time? How do we redesign processes to make them less complex, more efficient, more accurate, and more compliant? We look at ways to incorporate technologies to reduce manual work and reduce human bottlenecks. UR Better is looking to partner with office subject matter experts to fully look at processes across business functions. UR Better is made up of a team of two staff members, a steering committee, and University executive sponsors. The team evaluates each project suggestion against five criteria (saves time, saves money, improves quality, reduces risk, and improves user satisfaction) to identify the highest priorities.

UR Better is building a policy library that is searchable (policy.richmond.edu). The library build is underway. If there’s a policy you’d like to see added to the library, contact Lori Schuyler or Martha Pittaway.

Currently the UR Better website hasn’t been updated with project updates, as they are working through their first four projects. But as projects complete, the UR Better website will be updated at least quarterly with statuses.

If you have an idea for a process improvement project, please visit URBetter.richmond.edu to find a Steering Committee member to contact with your idea or to submit the “Make a Suggestion” form.

Careers Website, Sarah Busching, Events and Communications Specialist, Human Resources

Sarah provided a little background about the Careers website and its upcoming improvements. She then hosted an informal focus group to gain information on “Why UR” as your employer and general feedback about using the Careers site and the overall recruiting process.

Budget Update, Pamela Lee

Spent YTD: $0 • Balance: $5,875

Expected expenses: Simplyvoting.com ($350), promotional swag (TBD), USAC-sponsored events/forums (TBD), and end-of-year celebration (TBD)
Committees and Liaisons Updates, Wendy Burchard

- **Communications Committee**: Had first meeting on Aug. 22. They reviewed the USAC website and FB page. They would like an updated USAC photo at usac.richmond.edu. We will take a photo at the Oct. USAC meeting. They are looking into a summer staff social. They are still investigating promotional swag for the Nov. benefits fairs.
- **Elections Committee**: Had first meeting on Aug. 16. They are evaluating upcoming elections for the spring.
- **Volunteer & Engagement Coordinators**: Next month a sign up list will be sent to USAC requesting volunteers to work the USAC table at the Nov. benefits fairs.
- **Faculty Liaisons**: The next faculty meeting will be the week of Sept. 17.
- **Plant Involvement Team (PIT)**: No updates.
- **Foodservice Involvement Team (FIT)**: Lisa and Alison sent an email on Sept. 11 to dining services managers to select members to attend the Sept. 26 FIT meeting.
- **Human Resources**: No updates.
- **Workplace Environment Committee**: No updates.

**Web Submissions**, in Paul’s absence Wendy reviewed web submissions
Web Submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online at usac.richmond.edu.

**Suggestion** – Offering better digital media access to staff without computers or UR-issued mobile devices
**Question** – Donating older iPads
**Five Questions & Suggestions @ SpiderBytes**

**Announcements:**
Tues., Sept. 25, is National Foodservice Worker Appreciation Day! Dining Services will honor the staff, but please give kudos to foodservice staff you see that day (or any day).

In the Heilman Dining Center, there is now a “WOW” board near the elevator. You can give shout outs and kudos about dining staff or food.

October is National Security Awareness Month. Visit is.richmond.edu for more details.

If Council has any topic ideas for the Dec. 18 Forum, please submit to Wendy Burchard.

**Upcoming USAC events:**
Fall USAC/Faculty Senate mixer (October 3)
Tabling at annual benefit fairs (Nov. 1, 7, and 9, 9 a.m.–4 p.m.)
Q&A Forum with Dr. Crutcher (Dec. 18, 10:30 a.m.–noon)
Spring faculty/staff mixer (April 22, 5:30–7 p.m.)

**Upcoming meeting presentations/speakers:**
**October** — Keith McIntosh (VPN dual authentication)

**Closed Session:**
The council entered closed session at 2:40 p.m. No votes occurred.

Dustin Engels moved to adjourn the meeting. The motion was seconded.

Wendy Burchard adjourned the meeting at 2:47 p.m. The next meeting will be Tues., Oct. 9.

Respectfully submitted, Pamela Lee, Secretary/Treasurer