A&S Staff Meeting

September 24, 2019 Brown Alley Room 10:30am - 11:30 am

In attendance: Patrice Rankine, Surabhi Vittal, Carthene Bazemore-Walker, Dustin Engels (OPP), Nancy Propst (Chair), Liza Carpenter (Recording Secretary), Lamont Cheatham (APPC), Michele Mauney (BPRC), Jen O'Donnell (USAC), and 25 A&S staff members

Agenda

1. Approval of Minutes
   - this is the first meeting so there are no minutes to approve
2. Introductions
   - Nancy Propst introduced Kästle Aschliman (A&S Content Coordinator) and MJ Chinworth (Academic Employment Coordinator)
3. Nancy Propst (Staff Chair) Report –
   - A&S Staff Engagement has new website thanks to the work of Liza Carpenter and Kästle Aschliman.
   - Additionally, a Box folder has been set up under the Dean’s Office for smooth transition of information from year to year.
4. Dustin Engels (Office of Planning & Policy)
   - Provided an overview of the upcoming Chrome River reporting system rollout. This is part of the UR Better process improvement. Chrome River is an online app for travel and expense, reimbursements and pcard reconciliation. Included in the app is a snap app feature for taking pictures. Domestic and international rates are uploaded automatically. Includes tracking ability and forwarding to approvers through emails. Hope to launch at UR this fall. There is a FAQ page on UR Controller's website for further details. There will be many lab training sessions before and after system goes live. Cash advances done through this as well. Petty cash is not affected and will still be processed through Bursar.
5. Patrice Rankine (Dean’s Report)
   - Glad to have opportunity to meet with A&S staff in one place. This provides a space and time for an opportunity to share information as well as hear concerns and questions.
   - Making Excellence Inclusive report available on President's website. Encourage staff to review this information. Staff should be included in this conversation. Is everyone thriving and growing and learning new things? The need to be inclusive extends to staff, as well.
   - UR has created a bias training module to be self-reflective. Patrice Rankine highlighted Carthene Bazemore-Walker's presentation surrounding Tenure & Promotion and the need to create an equitable search process. While reviewing this particular online module it was realized that it did not include staff. HR has been notified and changes will be made. The training module is called “Creating an
Equitable Search” and is located in Talent Web. While we may not run searches, the Dean encourages everyone to take a look as we often participate in searches on campus.

- Kästle Aschliman is responding to the role of managing A&S communications since this has shifted at UR. Patrice Rankine requested that staff accomplishments be forwarded to Dean's Office to be included in the Dean’s Digest.

6. Committee Reports:
   - Jennifer O'Donnell (USAC) –
     - gave update on staff advisory committee-change on UR Downtown Shuttle.
     - how to make USAC more accessible- not just through online system-
     - wage gender gap issue also being discussed
   - Lamont Cheatham (APPC) - Academic Planning and Priorities Committee
     - dealing with faculty lines only-tweaking the application form a bit
     - Questions was asked regarding staff lines -eventually committee will handle that but not yet, only looking at faculty lines this year.
   - Michele Mauney (BPRC) – Budget, Priorities, and Resources Committee
     - consulting w dean for anything over 5k that are one time requests
     - any questions ask Michele
   - Katreena Clark (Engagement Coordinator) - not in attendance-Nancy Propst shared that concerns and comments be emailed to asengage@richmond.edu or reach out to any committee member.

7. Question raised about how we discuss conditions and construction in our workplace. Example was given about excessive noise and A/C issues this summer. Moving to an alternate workspace would be a problem due to department confidential files. This type of issue could be initiated through the newly established Staff Engagement email asengage@richmond.edu.

8. Request was made that the listserv email be updated and how to effectively utilize these. Kästle Aschliman is working on this updating all of the A&S listserves.