Members Present: Lisa Bayard, Crystal Brown, Wendy Burchard (chair), Chaz Coleman, Dustin Engels, Meriwether Gilmore, Rosanne Ibanez, John Jacobs, Rhonda Lambert, Austin Leach, Pamela Lee (secretary/treasurer), Paul Lozo (temporary vice chair in Meg’s parental leave absence), Emily Martin, Alison McCormick, Nick Minnix, Rick Richardson, Travis Smith, Michael Torquato

Non-Voting Attendees: Brittany Schaal, Lynn Robertson

Members Absent: Meg Pevarski (parental leave), Shannon Best, Jason Cope, Melody Wilson

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

Wendy Burchard, chair, called the Council meeting to order at 1:03 p.m.

Minutes were approved electronically via the listserv and posted online.

Wendy welcomed Council members to the 2018–19 USAC year. Executive Committee and Council members introduced themselves.

USAC Orientation, Wendy Burchard, Paul Lozo, and Pamela Lee

Wendy, Paul, and Pam presented

- What is USAC to include what we do, 2018–19 goals, member expectations, and each member’s role at monthly meetings
- Committees and liaisons overview
- What’s Next to include the listserv, constituency groups, monthly “round ups” email, and creation of committees via the member interest form

Career Framework Update, Laura Dietrick, Director, Compensation & Benefits

Laura presented an update on the University’s career framework initiative. The goal of this is to establish a University-wide framework for consistent leveling of careers. Fourteen staff members make up the initiative’s steering committee that have met four times to date, with approximately three additional meetings. This committee socializes the information and provides feedback to the HR project team. This initiative will assign every job to a level within the career framework, provide transparency, improve consistency, and provide career path tools/information.

There are four career streams (administrator, management, specialist, and operations), five career levels, and many job families (e.g., advancement, finance, well-being). HR will consistently review the framework to determine if any improvements need to be made to the framework based on market conditions.

Next steps include continuing to map current positions into the framework, present mapping to VPs and AVPs for comment, develop job descriptions, and finalize.

Once HR gets more immersed in mapping positions and job descriptions, a more defined completion date for full and/or soft rollouts will be finalized.

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)
Web Submissions, Paul Lozo
Web Submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online.

Question – Disability information requested on job application

Question – Recreational swimming temperatures and lifeguard staffing at the Weinstein Center

Announcements:
The benefits committee needs two new members to replace two staff members whose three-year terms expired in June 2018. USAC will solicit to secure at least four to six nominations to be provided to HR.

On July 1, 2018, three updated financial policies were put into effect. If you purchase items on campus, please consider attending a forum on August 2 or September 12. For more information on these policies or forum details, visit https://controller.richmond.edu/sourcing-payments.pdf.

Busch Gardens ticket pick up will be Thurs., July 26, in the Alice Haynes Room (since we outgrew the Gottwald Atrium last year). Again, this year, the Spider Shop will host a yard sale at ticket pick up.

Upcoming USAC events:
Fall USAC/Faculty Senate mixer (date TBD)
Q&A Forum with Dr. Crutcher (date in Nov. or Dec. TBD)
Spring faculty/staff mixer (date TBD)

Upcoming meeting presentations/speakers:
August — Bernadette Costello (performance management) & Natalia Green (transportation)
September — Lori Schuyler (UR Better)

Closed Session:
The council entered closed session at 2:25 p.m. No votes occurred.

Brittany Schaal moved to adjourn the meeting. The motion was seconded.

Wendy Burchard adjourned the meeting at 3 p.m. The next meeting will be Tues., August 14.

Respectfully submitted, Pamela Lee, Secretary/Treasurer