Kirsten McKinney called the Council meeting to order at 1:01 p.m. She welcomed the gallery of guests and reminded attendees that only council members are allowed to comment and vote during the meeting. USAC meeting minutes from August were approved on August 15 and posted to the USAC website.

**School of Arts & Sciences Dean (Patrice Rankine)**

Sonia Chop introduced Patrice Rankine to the Council. Patrice read the School of Arts and Sciences (A&S) value statement: “Our staff in the Arts and Sciences Dean’s Office is ready to assist you. We are a kind and caring group that values the meaningful work we do as we learn and grow together, striving to create balance in a thriving and inclusive community.” The goals for A&S team include responding to emails across campus within 24 hours, establishing a “buddy system” within office for resource referrals, and revising the A&S website by January.

Patrice encouraged staff engagement with A&S by attending lectures and exhibitions regarding the future of liberal arts and how these events work into the strategic plan. He stressed open communication among staff, faculty, and students.

The biggest challenge has been conducting searches for two positions. Laura Luniewski will join the University on September 19 as the Assistant to the Dean, A&S. Administrative Coordinators in A&S were invited to on-campus interviews during the Assistant to the Dean search. Terri Weaver retired on August 26 and the search is underway for a Director of Budgets and Operations. Patrice is currently managing the budgets.

**Planning and Priorities Committee Seat (Kirsten McKinney)**

Molly Field, USAC’s appointee to Planning and Priorities Committee (P&P), resigned her position due to other commitments. This past spring, Molly won the election by one vote over the runner-up, Paul Brockwell. Paul is still willing to serve on P&P, and given the close election, the Executive Board is recommending Paul as the representative.

USAC bylaws state, "The Executive Board may nominate qualified staff members to serve on University committees after having solicited Council for feedback." (Article VII, Section 3.)

Kirsten introduced a motion from the executive board to appoint Paul Brockwell as P&P representative. The motion was seconded and unanimously approved.

**University Communications (Kirsten McKinney)**

John Barry was unable to attend meeting but Kirsten McKinney read a message from John to the Council and he wants staff to think about internal campus communications and how it can be improved. Council will email Kirsten with ideas and the information will be used for focus groups on October 4 and 18.
University Website Refresh (Philip Gravely and Catherine Cribbs)
The University is making a series of updates to the website and its landing pages and they want to create a specific resource page for faculty and staff with content-rich resources. Input is needed for web content. Ideas from the Council included a volunteer page for special UR events, online system for massages through Fusion, a form to convey a concern regarding colleagues, showcasing staff accomplishments across all divisions, highlighting campus culture such as Bánh Mì week at Passport Café, Modlin Center shows, and Think Again courses. This webpage would essentially be a “one-stop shop” for employees and reduce newsletters. It would be a public webpage and not require a log-in system. Email Philip Gravely (pgravel2@richmond.edu) if you have suggestions for web content.

Affinity Groups Report (Kirsten McKinney and Matt Barany)
Matt was charged last fall 2015 to review affinity groups. Matt, Kirsten, Carl Sorensen, and Audrey Coulbourn have discussed the need for process, identify which groups need assistance and which are thriving. The Council wishes to review affinity groups and continue discussion while a solution is determined. Heather Sadowski has accepted the position of Affinity Groups Chair and will maintain listserv.

- Caregiving (Chairs Debbie Hardy and Susan Taylor) and UR Involved (Chairs Wright Harrison, Kirsten Petrocelli, and Kate Sirc) are currently the most active groups.
- LGBTQ: Office of Common Ground has programs scheduled and we want to eliminate conflicting schedules
- Parenting: Heather will continue to share resources

Heather hopes to grow affinity groups and support in any way. If Affinity Groups is a natural fit for UR Well EMPLOYEE, this will come to light at end of school year.

Web Submissions (Matt Barany)
Web Submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online.

- Campus Security
- Great Colleges to Work For
- ID Cards
- Bathroom in Maryland Hall
- Political Signs in Maryland Hall
- Wood Hall
- Alcohol at Passport Café
- Marketing UR Downtown Shuttle

Committee Updates
- Executive: Council will send a personalized thank you note to the employees involved with the summer construction projects and Wood Hall situation. Recognized employees will include (but not limited to) Student Development, Facilities, and Dining. This is a peer-to-peer recognition and we want to thank people individually for their contributions. Contact Kirsten directly if there are other employees that should be recognized. We will continue discussions on how USAC might show our gratitude to fellow staff members.

The Council submitted 15 staff nominations for the benefits committee and four were chosen: Matt Barany, Austin Leach, Nancy Propst, and Leslie Stevenson. For the Chaplaincy search, USAC submitted five names: Paul Brockwell, Sunni Brown, Kim Catley, Bettie Clarke, and Jerry Clemmer. The members of the search committee have yet to be announced.

A special benefits presentation will take place on Tuesday, September 20 at 1:30 p.m. in the Multifaith Room (Room 100) of the Wilton Center.
• **Elections**: Committee’s charge is to get underrepresented divisions to vote and realize the importance of engagement with USAC. To facilitate the voting process, single sign-on passwords will be used for 2017 elections log-in portal and Help Desk will be available to assist with password resets. Committee wants to improve voter turnout with giveaways and prize drawing.

• **Volunteer & Engagement**: Committee wants to clarify USAC objective, promote USAC, and grow community interaction

• **Affinity Groups**: There are four upcoming events scheduled for Caregiving:
  
  - **September 21**: Medicaid
  - **October 19**: Medicare
  - **November 10**: Virginia Assistive Technology
  - **December 14**: Choice Connections

  Register via UR Talent Web. A registration sheet will also be available on the day of the event.

There was no update from Communications committee.

**Committee Meetings**
The Council split into committee groups to discuss charges for the year.

**Closed Session**
At 2:45 p.m. the Council entered into closed session. There was a reminder about upcoming staff forum on Friday, September 16 from 9:30-11 a.m. in the Alice Haynes Room. The forum is being held so that staff may ask questions and offer suggestions about the University’s sexual misconduct policy and procedures. An email from Paul Brockwell was sent regarding University policies so employees can arrive prepared with questions. Employees are strongly encouraged to ask questions and converse.

**Announcement**
Office of Emergency Management will conduct a test of UR Alert which will include all channels of communication including the outdoor warning signal, digital signs, desktop alerts, text messages, email, and phone. The test is scheduled on Monday, October 3 at 2:55 p.m. No action is required on anyone’s part during the test.

Hearing no other announcements, Kirsten adjourned the meeting at 3 p.m.

**Respectfully Submitted**, Sonia Chop, USAC Recording Secretary