UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
January 12, 2016 | 1–3 p.m. | International Center Commons


Non-Voting Attendees: Carl Sorensen, Maya Vincelli, Martha Merritt

Members Absent:

Paul Brockwell called the meeting to order at 1:02 p.m.

Updates from Officers, Committees, & Members

- Communications – will be working to update the website with election information and communicate that information out to the constituents
- Elections – Nominations are open for the Executive Board seats. They are open until February 29th. Voting will take place in April for the new Executive Board.
- Affinity groups
  - Parenting – meeting on the 13th about family nutrition, February meeting about Financial college planning; Diaper Derby at the January 23rd Men’s basketball game
  - Caregiving – monthly meeting first Wednesday of each month
  - UR Involved – scheduling a James River clean-up in Spring and a Winter event over lunch
  - LGBTQ – Lunch in d-hall on the 3rd Thursday of every month at 12 p.m.
- Affinity Ad Hoc Committee
  - Still gathering information; Committee has lost two members and will be regrouping this spring in advance of the April report date.

Web Submissions (Andi Minor)

- Web Submissions were reviewed and discussion. Actual web submissions and full answers are posted as a separate document.
  - Student Debt Forgiveness
  - Mandatory training sessions and adjusted work schedules
- Question was asked in Council with regards to reading outside of work if it is required for the job – this should be paid as time on the clock if it is required for the job (Carl Sorensen).

USAC Meeting Minutes

- December Minutes were approved

Announcements

- Supervisor Essentials training goes live January 11, 2016. One training session a month. Cabinet and VPs will do the same training. Faculty supervisors will be trained eventually, starting with the staff supervisory positions first.
Nominees for Outstanding Service Awards are due on January 22\textsuperscript{nd}. The Service Awards presentation will take place on Thursday, February 18\textsuperscript{th} from 2-4 p.m.

**Office of International Education Presentation** (Dr. Martha Merritt. OIE Dean)
- Dr. Merritt spoke with the council about OIE
  - More than 60% of the student body goes abroad; working to target the groups that don’t statistically go abroad
  - University has more than 70 partner institutions around the world; looking to make deeper commitments to certain places
  - The top benefit for students to travel abroad is an increase in student confidence to navigate the unknown
  - Weinstein Grants are available to staff as well as faculty and students. Summer application deadline is February 15, 2016 but they are available during the academic year as well. [http://international.richmond.edu/scholarships-grants/weinstein-summerprocedures.html](http://international.richmond.edu/scholarships-grants/weinstein-summerprocedures.html)

**Representative Study Group Presentation** (Paul Brockwell/Tim Meacham)
- The council used to be sorted by job types, then switched to exempt/non-exempt (non) for classification and voting; at large model has weakness for creating a lack of diversity across areas on campus.
- Representative Divisions: staff would directly elect their representative(s) for their division; You may still nominate any staff on campus, but only vote for the nominees in your division.
- Discussion was held in council about the number of members on the council and how many given to each division.

**By-law voting**
- Vote was 22-2 to approve the amendments to the bylaws to move forward with the representative model changes the ad hoc committee recommended in its report.

**New Business**
- **February 2**: Host President Crutcher for strategic planning.

Hearing no other announcements, Paul adjourned the meeting at 2:57 p.m.

**Amendment to the minutes**
- USAC accepted Letters of Resignation from Abby Ward and Bianca Spurlock. We wish them well in their new opportunities!

Respectfully Submitted,

Nancy Propst
USAC Secretary