The meeting was called to order by Tracy Cassalia, USAC Chair, at 1:01 p.m.

Members present: Katie Bell, Paul Brockwell, Mickie Campos, Tracy Cassalia, Carrie Caumont, Michele Cox, Debbie Hardy, Melody Kimball, Susan Kirby, Lindsey Love, Roger Mancastroppa, Keith Mitchell, Adrienne Piazza, Jerry Robinson, Sadie Simmons, Carl Sorenson, Marti Tomlin-Allen, Anna Kay Travis, Maya Vincelli, Blake Widdowson, and Paul Witten.

Members absent: Bill Chappell, Molly Field, Robert Plymale, Lynn Robertson, and Ebony Smith.

Program

Tracy welcomed Brittany Schaal, Emergency Management Director, to the meeting. Brittany spoke about the process for opting into the emergency alert system. Currently only 60% of faculty and staff have opted into the system. The goal is to have 75% of the faculty and staff enrolled in the emergency alert system. To enroll, go to http://preparedness.richmond.edu/notification/uralert.html.

Executive Board Update

Carrie Caumont, Affinity Group Chair, gave an update on the happenings of the various affinity groups. The health and wellness affinity group has decided to disband so activities and events previously handled by the health and wellness affinity group will be handled by Heather Sadowski, Assistant Director of Wellness. To learn more about employee wellness on campus please visit the following website: http://recreation.richmond.edu/health-wellness/employee.html.

Carrie also thanked the LGBTQ affinity group for hosting the ice cream truck “Soul Ice” on campus—many staff members enjoyed the free treats. Carrie also asked the council for recommendations for new affinity group chairs—anyone who works at UR can take on the role of chair, they do not have to be a member of USAC. Recommendations should be sent to Carrie Caumont.

Roger Mancastroppa, Parliamentarian, gave an update on USAC elections. Voting for 2014-2016 council members is currently taking place and so far voting turnout has been good. The new council members will be announced and welcomed at the June meeting and will officially begin their terms on July 1.

Carrie Caumont also added that she will be ordering lunch for the incoming, current, and outgoing USAC members to enjoy at the June meeting. If anyone has any dietary restrictions they were asked to let Carrie know.
Tracy reminded council members to communicate with their constituents and to promote USAC elections. We are hoping for a high voter turnout.

Announcements

Lindsey Love, USAC member, inquired as to whether there was a pet policy on campus. Carl Sorenson, Associate Vice President of Human Resources, replied that there is currently not an official policy but one should be written down. Currently Human Resources and the Deans are allowed to make decisions about the appropriate behavior in the workplace in order to protect faculty and staff in the workplace. Animals brought to campus should be leashed.

Hearing no other announcements, Tracy adjourned the business part of the USAC meeting at 1:58pm and reminded council members that they would now shift to the open forum on the budget process with guest speaker David Hale, Vice President for Business and Finance.

Respectfully submitted,

Molly Field, USAC Secretary

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**Web Submissions**

**Web Submission 1**
Submitted: 10/7/2013:

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<th>name</th>
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<tr>
<td>phone</td>
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<tr>
<td>email</td>
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<tr>
<td>suggestion</td>
<td>Can the University look into offering discounted (or group pricing) on Sam’s memberships?</td>
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</tbody>
</table>

Action Taken: 10/7/2013: Forwarded to HR (Carl Sorenson) for a reply. On 10/10/2013 the email was forwarded to Jean Hines and Wendy Burchard for a response.

10/10/2013: Reply from Jean Hines, Director of Strategic Sourcing & Payments:

“The University provides Sam Club membership for campus purchases. Departments who are interested in getting a Sam’s Club membership should contact Elaine Pierpont, x6502. There is currently no discount for employees for personal memberships, however, we will reach out to Sam’s Club and find out if this is possible.”

1/29/2014: Molly Field asked Jean Hines if they had heard anything back from Sam’s Club. Jean Hines replied that Francheska Williams, Accounts Payable Manager, was working with Sam’s Club to see what was possible.
3/11/2014: Molly Field asked Francheska Williams if she had heard anything back from Sam’s Club and Fran replied that she had reached out to them several times and had not heard back. Fran then learned that UR has a new Sam’s Club accounts manager and that she would be meeting with him on March 26, 2014 to determine if discounted memberships for UR employees would be possible.

3/28/2014: Molly asked Francheska Williams if she had any additional information from her meeting with the accounts manager. Fran replied with the following:

“Right now, Sam’s will offer the following:

- Sam’s Savings/Sam’s Business Memberships (45.00 – incentive 10.00 gift card issued by Sam’s to be used at Sam’s or Walmart, essentially 35.00 for a one year membership)
- Sam’s Plus Memberships (100.00 – incentive 25.00 gift card issued by Sam’s to be used at Sam’s or Walmart, essentially 75.00 for a one year membership)

Faculty, staff and students should bring their UR ID to the customer service desk (at the broad street location only), sign up for new membership and receive the incentive based off of the student and/or faculty/staff status here at the university.”

Web Submission 2
Submitted: 4/23/2014:

I'm sure this seems petty- but i'll say it anway. It is really poor form to feed those ducks and geese by the entrance to the shuttles and the commons. It only makes them more aggressive, and more prone to staying. The bus drivers- not only leave their busses idling for hours, but they spend an incredible amount of time feeding ducks and geese. They laugh when geese chase students and visitors, and it just sucks. I've gotten to the point where my lunchtime walk around the lake is basically impossible to be serene- because everytime i round the corner to the commons- those terrifyingly aggressive geese are there- or there's a giant mess- of literal poop to avoid. The lake is our gem, and right now- it can't shine. Could someone ask the bus drivers to stop feeding the damn geese and exercise better judgement? they are clearly doing fine on their own (read- fat.).


4/23/2014: Steve Glass, Landscape Manager, replied with the following:

“I will look into signage and will add signage this summer.”

4/24/2014: Forwarded to Transportation Services for comment.

4/25/2014: Bill Coleman, Transportation Services representative, replied with the following comment”
“Thanks, I'll address it with the drivers.”

**Web Submission 3**  
Submitted: 1/29/2014:

| suggestion | Would you consider giving a discount on Think Again non-credit classes to employees and family members not eligible for tuition remission? Possibly something similar to the Alumni Discount Policy? [http://spcs.richmond.edu/about/tuition/remission.html](http://spcs.richmond.edu/about/tuition/remission.html) |


4/29/2014: Jim Narduzzi, Dean, School of Professional & Continuing Studies replied with the following:

“I talked about this with my colleagues in SPCS. Right now, my understanding is that discounts are manual processes and thus require significant amounts of staff time. We are in the process of purchasing a new registration system and one of the key considerations was to find a system that eliminates as much manual overrides as possible. I think we will have that system in place by next fall. Once in place, we will consider this request. I will make sure that we get back to USAC at that time.”

**Web Submission 4**  
Submitted: 4/18/2014:

| suggestion | I am hoping that USAC can pass along a thank you to whichever office or staff member who organizes and is responsible for bringing the DMV bus to campus. It is such a nice service to provide to faculty, staff and students here, because making it over to the DMV usually involves taking time off of work or spending your Saturday morning in line. It was great to walk-in, have three really friendly and professional DMV employees take care of my issue quickly. What would have taken several hours (commute to/from the DMV and waiting in line) took 10 minutes. I hope that we continue to offer this service on campus, and I wanted to pass along my thanks. |

Action Taken: 4/18/2014: Forwarded to UR Police Department.

**Web Submission 5**  
Submitted: 5/6/2014:

| suggestion | I am concerned that there are neither any Facilities custodial, ground, or maintenance employees, nor any Dining Services line employees on the ballot. They are the ones who need representation the most. The Council needs to re-look at how the election is conducted to get those employees involved in the process. When we reorganized the
election several years ago due to HR changing how they track employees it was discussed that the equity of the positions needed to be tracked and if gotten off kilter need to be reviewed and a method developed to keep these employees involved. I believe it is not time to do so. Thanks

Action Taken: 5/6/2014: Forwarded to Roger Mancastroppa, USAC Parliamentarian, for comment.

5/12/2014: Roger Mancastroppa replied:

“Thank you for voicing a constant concern of USAC, which is: how do we engage the largest populations of staff members to represent themselves? This is the first time I have run a USAC election, and I see now that there are a lot of limitations to the process which is why this is a constant challenge.

For instance, nine members of facilities and dining services were nominated this year, but only one person accepted the nomination. There may be a variety of reasons for this, but the answer that keeps coming back is that so many of the people in those two areas do not have the time available because of the nature of their shifts or the desire to commit their personal time to USAC.

We have members of USAC from facilities and dining who communicated all of the pertinent information about the elections back to their respective areas and even nominated folks from those areas. We also had members of USAC attend a staff meeting with both groups to increase awareness, answer questions, and help normalize things.

Sometimes in dining and facilities because of the nature of the shifts, people don’t have time to all get to vote over just one week. So we decided to extend voting to a month and place a voting link on the Members page of the USAC web site in an effort to ensure that everyone has a chance to vote. I have also communicated with the supervisors in each of these areas and asked for recommendations for how we can help them help their members vote.

We will continue to visit this challenge and seek new ways of engagement next year. If you have further ideas about how to accomplish this challenge, please email me or your USAC representative with your ideas. We are open to all suggestions!

Thank you again for your concern; please know that we share it wholeheartedly.”