The meeting was called to order by Tracy Cassalia, USAC Chair, at 1:02 p.m.

Members present: Paul Brockwell, Mickie Campos, Tracy Cassalia, Carrie Caumont, Molly Field, Debbie Hardy, Susan Kirby, Lindsey Love, Roger Mancastroppa, Keith Mitchell, Robert Plymale, Jerry Robinson, Sadie Simmons, Ebony Smith, Marti Tomlin-Allen, Anna Kay Travis, Maya Vincelli, Blake Widdowson, and Paul Witten.

Members absent: Katie Bell, Michele Cox, Melody Kimball, Adrienne Piazza, Lynn Robertson, and Carl Sorenson.

Also in attendance were many of the newly-elected USAC members: Stephanie Charles, Anna Denton, Du’Neika Easley, Gina Flanagan, Iria Jones, Cynthia McMillan, Tim Meachem, Andi Minor, and Tom Parfit.

Program

Tracy thanked Carrie Caumont, Affinity Group Chair, for organizing the lunch food for everyone at the meeting.

Tracy and Paul Witten, Vice Chair, recognized each outgoing member of USAC and thanked them for their two years of service. Each outgoing member received a framed certificate signed by Tracy and President Ayers.

Tracy then introduced the incoming executive officers, Maya Vincelli, Chair, Roger Mancastroppa, Vice Chair, and Ebony Smith, Secretary, and turned the meeting over to them.

Maya thanked Tracy and Paul and presented them with a gift for their service. Maya then asked each incoming USAC member to introduce themselves to the group. She also solicited for the open positions of Communications Chair, Parliamentarian, and Affinity Group Chair. Members interested in serving in these positions should let Maya know. Members are appointed by the executive committee to the positions for a one year term.

The meeting was adjourned at 1:43 p.m.

Respectfully submitted,

Molly Field, USAC Secretary
**Web Submissions**

**Web Submission 1**
Submitted: 6/3/2014:

**suggestion** Hi, I am emailing to ask, what happened to the Administrative day 2-day conference we used to have on campus years ago in the Fall. I have spoken with several administrative assistants who share my concern. The conference gave the admins a chance to get to know one another and we also received a lot of good useful information.

Action Taken: 10/7/2014: Forwarded to HR (Carl Sorenson) for a reply.

6/15/2014: Reply from Carl Sorenson, AVP Human Resources:

“We did facilitate a program several years ago but haven't recently. We will incorporate the request in our planning but I’m not certain we will be able to have something available this coming year.”

**Web Submission 2**
Submitted: 6/16/2014:

**suggestion** I wanted to commend the folks that organized the faculty/staff springfest celebration last month. The food in particular was excellent. One critique I have is that styrofoam plates were used-- given the University's commitment to sustainability and how far we've come in recent years on this front, I really hope paper plates or another more environmentally-friendly alternative can be used at future large scale events like springfest.

Action Taken: 6/17/2014: Forwarded to Lynn Robertson, Events Office, and Megan Litke, Sustainability Office for comment. Their comments will be included in the minutes of a future USAC meeting.

**Web Submission 3**
Submitted: 5/21/2014:

**suggestion** It has been brought to my attention that I am unable to bake homemade cookies and give them to the University of Richmond students. This is absurd. I have on many occasions shared cookies with students without a single incident. As a matter of FACT, every time the student is appreciative that it reminds them of their mothers,
grandmothers or just home. Sometimes international student experience a snicker doodle for the first time and it is amazing just to watch their reaction. This was brought to my attention because if the department I work for has a pot luck lunch, I was told the students could not have any of the food. That it needed to be purchased from the Dhall. That we need to submit an event notification with 48 hours advance notice and it could be turned down. The students love these pot luck meals. They are consumed by staff and students. Does this rule also imply you cannot take a student home for a meal with your family? I am guilty of that. I have hosted ! several international students for a Christmas Day diner. Where does this madness come from? Please remove these restrictions. Make UR a great place to work, not corporate lawyer America. Even if a student gets sick from something homemade, it is no difference than a student getting sick from DHALL. Which by the way has cause me to be sick on at least 6 occasions since starting to work here. Don?t get me wrong, Dhall has some great meals, but it is truly a numbers game. You are bound to get sick on occasion when you eat? FROM any restaurant or home cooked meal. At minimum supply us with a release form for the students to sign so they can eat our food. This is the WORST rule. Do what is right.

Action Taken: 5/21/2014: Forwarded to Cathy Moran, Director of Purchasing, for comment.
5/21/2014: Cathy Moran, Director of Purchasing, provided the following reply:
“Members of my department and I are already working to streamline the current Food Waiver guidelines this summer for a more user friendly policy set for Fall 2014.”