University Staff Advisory Council Meeting  
February 10, 2015  
1:00 – 3:00 p.m.  
THC 305

The meeting was called to order by Roger Mancastroppa, USAC Co-Chair, at 1:05 p.m.

Members Present: Katie Bell, Patrick Benner, Paul Brockwell, Mickie Campos, Stephanie Charles, Michele Cox, Du’Neika Easley, Gina Flanagan, Debbie Hardy, Iria Jones, Ebony Kirkland, Jackson Knox, Roger Mancastroppa, Cynthia McMillan, Andi Minor, Tom Parfitt, Bob Plymale, Nancy Propst, Marti Tomlin, Maya Vincelli

Non-Voting Attendees: Carl Sorensen

Members Absent: Tracy Cassalia, Susan Kirby, Tim Meacham, Lynn Robertson, Bianca Spurlock

Special Presentation

Phillip Gravely and HR presented on the redesign of the HR website. Please check out the website and provide HR with any feedback.

USAC Webpage

Paul Brockwell presented the updates to the USAC webpage. Please visit www.usac.richmond.edu for more information about what’s happening with USAC.

Affinity Groups

• USAC Affinity Groups will be hosting a table at the UR Wellness Fair.
• If you will be a returning co-chair or you would like to become a co-chair of an established Affinity Group for the 2015-16 academic year, please contact Marti Tomlin-Allen.
• For Affinity Group events please visit https://usac.richmond.edu/affinity-groups/index.html.

Web Submissions

• Question: Inconsistent messaging for staff that have spouses on campus-re: FMLA, leave time, etc.
According to the law, spouses working for the same employer are limited to a combined total of 12 weeks for the “birth, adoption or foster care of child.” However, the “spousal limitation” does not apply to husbands and their wives, if the reason for leave is for a serious health condition of the employee or the employee’s spouse or child.

- **Question:** Are job descriptions available online through talent web? If so where? Numerous complaints from staff about not being able to look at job descriptions at mid year reviews.
  - **Response:** We were also told that these were being uploaded due to the new career arc training that HR was working on. Status of this?

  - **Response:** We had hoped that UR Talent Web would be the place we stored all job descriptions – we still hope that – but it is not yet ready to provide that functionality in a way that meets our needs. WE are still trying to find the best solution.

- **Question:** I have received a request from one of the staff members in my constituents groups requesting a hotline that can be for anonymous reporting of concerns, violations, etc. of other staff members to prevent targeting and/or retaliation.

  - **Response:** Submission to AskHr is not anonymous so we can help people with their questions. If an employee wants to make an anonymous report of a violation, they may call the compliance hotline at (888) 256-4935 or go to [http://www.richmond.edu/compliance/](http://www.richmond.edu/compliance/). If an employee makes a report to HR about an employment situation, the conversation will always be confidential.

- **Question:** How is our Human Resources department handling the data breach situation with Anthem? (if you’re unfamiliar, see: [http://www.usatoday.com/story/tech/2015/02/04/health-care-anthem-hacked/22900925/](http://www.usatoday.com/story/tech/2015/02/04/health-care-anthem-hacked/22900925/)). Has HR been in touch with Anthem? Will employees be notified if our data was part of the compromised data? When did our HR department find out about the data breach and from whom? What has the university done with Anthem to determine what information of ours was compromised. Anthem is the only health care provider we have the option for, and I hope our HR department is on top of getting answers from them on behalf of the university faculty and staff.

  - **Response:** The University contacted Anthem and communicated the means that Anthem is putting in place to rectify this situation. Folks are welcome to visit the Anthem website to access those services.
USAC Closed Session

Hearing no other announcements, Maya adjourned the regular meeting at 2:40pm

Respectfully Submitted,
Ebony Kirkland, USAC Secretary