Meeting was called to order by Adrienne Piazza at 1:00 p.m.

Members present: John Butt, Carrie Caumont, Tracy Cassalia, Bill Chappell, Molly Field, Andy Gurka, Denise Johnston, Crista LaPrade, Lindsey Love, Keith Mitchell, Adrienne Piazza, Martha Pittaway, Cheryl Poston, Nancy Propst, Michael Torquato, Maya Vincelli, Blake Widdowson, and Paul Witten. Ex-officio member Lynn Robertson was also present.

Members absent: Denard Hall, Jerry Robinson, Sadie Simmons

Past USAC Chairs present: Current ex-officio member and past chair David Curtis, Holly Caruso, Katybeth Lee, Susie Reid, and Scott Tilghman

Welcome and opening

Adrienne Piazza welcomed Council to the meeting and welcomed several past chairs who offered to attend today’s meeting.

Discussion about mumps (Steve Bisese)

Steve Bisese provided a history of the mumps on campus. An “outbreak” is not considered unless two or more people have contracted it. Mumps is not airborne, but is spread by droplets of saliva (e.g. coughing). They isolate students to prevent it from spreading further, either by going to a specified isolation area on campus, or by going home for a minimum of five days. A total of 42 students have had mumps. The onset of symptoms can be up to 21 days, which makes it hard to isolate. The mumps vaccine is 95% effective. The University requires the vaccine of all students.

USAC Past Chairs

Council broke into groups to create a timeline of past USAC progress. Council reviewed the many successes of USAC over the years. Council then discussed loose ends from current and/or prior years such as: Flexible workplace, rewards & recognition, child care, benefits education, sabbatical study for staff, online bulletin board, staff representation (not VP or cabinet level) on the Board of Trustees, Web Sub archiving, and career development architecture. A robust discussion ensued about USAC’s sphere of influence.

Elections

Nominations are over; the Elections Committee is now following up with those nominees to see if they will accept. Formal elections will follow. 110 nominations received and so far 40 have accepted. The Committee will seek volunteers to staff elections stations in Facilities and the Dining Hall.

Adrienne will be accepting nominations for the executive board until Friday, April 19. Council will vote at the May meeting. Adrienne will send out a list of eligible members.

Mentoring program

The Committee recently met with Carl Sorensen and Valerie Wallen; they will develop a scope and timeline plan. The program will launch in the fall. There will be a process for training mentors. Although Martha Pittaway will roll off of USAC this year, she will continue to guide the project through the summer into the fall, but someone else from USAC will need to carry it forward.
**Other items**

After a suggestion by a council member, any “lunch & learn” HR information sessions will no longer be held during the lunch hour and will not be named as such. If any HR related information sessions are to be held, they will be held in the afternoon so as to not interfere with anyone’s lunch break.

Paul Witten gave kudos to the landscaping and facilities folks about how quickly the roads were cleared after the snow. Martha added that the beauty of the campus has an effect on the students enrolling here.

Tracy Cassalia announced the sleep clinic lunchtime forum would be held on April 26, with lunch being served at 11:45, followed by individual sleep consultations (optional).

Meeting adjourned at 3:00 p.m.

The next meeting will be held on Tuesday, May 14, 2013 in Keller Hall Reception Room (due to construction in the Commons)

Respectfully submitted,

Cheryl Poston, Recording Secretary
Web Submissions

Submitted March 14, 2013
This is very late - but I just wanted to say thank you to the people working in the cafe. When it snowed and I was forced to work outside in the wet snow (not my department usually), they offered me a hot chocolate to keep my spirits up. I feel like this is something that should be continued, and should be made a policy for people working outside in a blizzard.

No action necessary

Submitted Data: March 26, 2013
I was extremely disappointed that I didn't hear from UR until past 11pm about the delayed opening. VCU heard around 7pm. I work very early and I was in bed and didn't know until I got to work because I didn't even get a call from the emergency line like last time only just an email. When we have severe weather like this-- its not like it happens out of nowhere. I’d appreciate it if administrators could get their act together. Many schools had a delayed opening- so I was preparing for that with childcare that I didn't even need to. I understand that it costs money to open late, but it costs employees money when there is no communication either.

Action Taken:
March 28, 2013: Reply from University Staff Advisory Council: Similar submission to previous ones regarding inclement weather. See previous response below from Brittany Schaal (Emergency Management) and Carl Sorensen (Human Resources) about how inclement weather and decision-making. No further action recommended.
April 9, 2013: HR will communicate snow closings via TV, email, and the inclement weather hotline. Weather is NOT part of UR alert, unless it’s an emergency. Brittany Schall will try to update website to say when people get notified via UR alert. UR alert is reserved for true emergencies, so that people don’t get desensitized to it.

Previous response from Brittany Schaal (Emergency Management):
As a residential campus, committed to maintaining the safety and welfare of not only students but also faculty and staff, the University considers a variety of factors when determining to remain open or close.

When a weather system is forecast to affect the University, a group, with representation from all aspects of campus (Facilities, Public Safety, Human Resources, Academics, Student Development, Campus Services, and Administration), discusses the potential impact on the community. Factors considered include, but are not limited to the following:

- Ability of Facilities to maintain university roadways, paths and parking lots;
- Current weather and road conditions;
- Forecasted weather and road conditions;
- Class and event schedule for the day; and
- Other campus and jurisdictional closings and delays.

While we realize these decisions impact people differently, they are always made with the best interests of the University and community members in mind. The feedback received after each decision (both critical and supportive) does play a role in future decisions.

Employees are always encouraged to use caution and good judgment in making the decision to come to work during inclement weather. Accrued vacation or personal leave may be used if employees are unable to commute to the university.
Submitted Data: Tuesday, April 2, 2013
Since merit increases in salaries/hourly wages are relatively small at the University, there is not a log of meaningful differentiation between staff who set high goals, do very well on their goals and who go above and beyond the call of duty, and staff that just meet or nearly meet their goals. Maybe the availability of a one-time cash incentive for HR/supervisors to give out to high achievers would provide a way to show differentiation, in addition to the small difference given as a merit increase.

Action Taken:
April 2, 2013: The University already has a staff bonus program that addresses this submission. The program is online at: http://hr.richmond.edu/talent/performance/bonus.html.
April 9, 2013: USAC will add a link on the portal page. Council stated that the process could be more transparent.