USAC Meeting Summary  
August 13, 2013  
1:00-3:00PM

The meeting was called to order by Tracy Cassalia at 1:04 p.m.

Members present: Chantele Bernard, Tracy Cassalia, Carrie Caumont, Bill Chappell, Kerrie Clarke, Molly Field, Debbie Hardy, Lindsey Love, Roger Mancastroppa, Keith Mitchell, Adrienne Piazza, Bob Plymale, Lynn Robertson, Sadie Simmons, Ebony Smith, Marti Tomlin, Anna Kay Travis, Maya Vincelli, Paul Witten.

Members absent: Katie Bell, Mickie Campos, Michele Cox, Jerry Robinson, Blake Widdowson.

**Executive Board Update**

USAC is announcing staff recognition on the facebook page to congratulate staff members on their achievements. If anyone has any recognition or congratulatory announcements to share please email Katie Bell, Communications Chair, katie.bell@richmond.edu.

Tracy Cassalia and Paul Witten met with David Hale the new VP of Business and Finance. Given he just arrived at the University it was nice for him to take the time to meet with USAC leadership. USAC is interested in hosting him as a guest speaker for a USAC meeting later in the year.

USAC Chair Tracy Cassalia shared that the council is seeking a volunteer to coordinate the Salvation Army Angel Tree for the upcoming holiday season. Last year the program transitioned from an in-house program to partnering with the Salvation Army.

**Council Education Program**

Joe Boehman, Dean of Richmond College, gave a presentation on branding and how it relates to council members’ roles on USAC as representatives of the University.

**Bylaws Overview**

Roger Mancastroppa, USAC Parliamentarian, gave a presentation about the current USAC bylaws and parliamentary procedure.

**Proposed Bylaw Change**

Paul Witten, Vice-Chair, proposed a change to the article V, section I of the bylaws:

Current: The officers of USAC shall be a Chair, Vice-Chair, Recording Secretary, Parliamentarian, and Communications Chair. These officers serve as the Executive Board and
shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by USAC.

Proposed: The officers of USAC shall be a Chair, Vice-Chair, Recording Secretary, Parliamentarian, Communications Chair, and Affinity Group Chair. These officers serve as the Executive Board and shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by USAC.

The council discussed the proposal briefly and will wait for more information to be sent out via email before the vote which will take place at the next meeting in September.

Other Business

One member of USAC has resigned so a new member will join to take their place hopefully for the September meeting.

Affinity Group Updates

Carrie Caumont, Affinity Group Chair, shared that the UR Involved affinity group is seeking another co-chair to help coordinate the affinity group’s activities. Let her know if anyone is interested.

She also shared that the staff mentoring program has rolled out! Big kudos to past-USAC members Denise Johnston, Martha Pittaway, and Denard Hall for all their hard work on getting this program up and running. If you know of any administrative staff members who may be interested in being a part of this program please contact Martha Pittaway and Aubrey Pettaway.

HR Update

Carl Sorenson, Director of Human Resources, presented the findings from the “Great Colleges to Work For” survey. The findings will be presented to all offices and divisions in the coming months.

HR is also working on a number of projects for the coming year: continuing the rollout of the new recruiting system, flexible work arrangement, new recognition opportunities, and learning.

Carl also shared how much he enjoyed doing the “Summer in the Cellar” event and thanked USAC for their partnership on the event. Hopefully this event will be held again next year!

Meeting adjourned at 2:54 p.m.

Respectfully submitted,

Molly Field, Recording Secretary
Web Submissions

**Web Submission 1**
Submitted 8/8/2013: I wanted to thank the university for giving us the opportunity to go to Busch gardens for free. I think that over time we as employees take for granted what this university gives us. I have a lot of complaining about this wasn't good or this isn't good, they should have done it this way or went to this place. Let remind everybody that Busch gardens day is not a given, enough people complaining and the university could say we won't do this anymore. This I am sure is a huge expense that the university absorbs. If people who don't like this great perk, don't go. You still get half a day off. Just enjoy it. Just my 2 cents.

Action Taken: Since it does not require comment it is not being forwarded to any specific department.

**Web Submission 2**
Submitted 8/8/2013: I have a question for USAC. What’s the reason behind going to Bush Gardens yearly vs. Kings Dominion? Many have asked this or something similar since I’ve been here and no logical answer has come across I’d assume. Hearsay concerning a contract I believe, but as we know contracts are renewed. I would like to know if in the future Kings Dominion would be an option verses Bush Gardens and if not, why?

Action Taken:
8/8/2013: Submission was forwarded to Lynn Robertson in Events, Conferences, and Support Services.
8/8/2013: Lynn responded and asked if she could have some time to provide a thorough response.