Meeting was called to order at 1:03 p.m.

Members present: John Butt, Carrie Caumont, Bill Chappell, Molly Field, Andy Gurka, Manny Haines, Denard Hall, Denise Johnston, Crista LaPrade, Lindsey Love, Adrienne Piazza, Martha Pittaway, Sadie Simmons, Michael Torquato, Maya Vincelli, and Paul Witten. Ex-officio members Carl Sorensen and Lynn Robertson were also present

Members absent: Keith Mitchell, Cheryl Poston, Nancy Probst, Jerry Robinson, and Blake Widdowson. Ex-officio member David Curtis was absent

**Web submission review** (See complete web submissions and responses at the end of the minutes)

**Welcome and opening**
Adrienne welcomed Lynn Robertson to USAC as an ex-officio member. Lynn began working at UR in the Office of Admissions, and then worked for University Human Resources, and now works for Events, Conferences and Support Services. Lynn was a founding member of USAC when it began under the function of human resources. As an events manager, Lynn coordinates staff appreciation events and is in charge of all the campus rental properties, and works with the president’s office on their events.

Adrienne reminded everyone that we updated the bylaws so that the person who serves as the manager of event services (or their representative) will serve as an ex-officio USAC member to better communicate to staff and faculty about upcoming events. Some of the staff appreciation events that frequently need volunteers are the fishing tournament and Busch Gardens day. Lynn encourages more people to attend both events, it’s a wonderful opportunity for staff, faculty and their families to come together as a university community and share their personal lives.

**Upcoming Events**
- SpringFest will be on May 29 at Westhampton Lake (bring canned food donations, 1100 people to feed!)
- Annual fishing tournament will be on June 15 at Westhampton Lake
- Busch Gardens day will be on August 2
- Winter celebration will be on December 3
- There are also two employee appreciation basketball games and one football game planned.

**Executive Session**
USAC entered into an executive session for further discussion on constituent concerns. Ex-officio members excused themselves.

**Elections Discussion & Update** (Lindsey Love)
Lindsey handed out a draft of the elections process that will be made available on the website. Nominations will be open March 11 - 22. Nominations will be verified March 25 - April 1. Elections will be open April 22 – 26 (link sent via SpiderByte). Votes to be tallied around April 29, with the results being announced May 7.

**Mentoring program presentation** (Aubrey Pettaway, Denard Hall, Denise Johnston, and Martha Pittaway)

The goal is to create a mentoring program for the University for professional development and networking among job categories.
This summer and fall, the group hopes to pilot the program with Administrative Coordinators across campus. Some key highlights of the program will be:

- Mentoring – match less tenured staff with more tenured staff to expand knowledge
- Networking – make social, professional, and interdepartmental connections
- Professional Development – workshops and courses to help develop skills. Hold group and panel discussions. Capitalize on existing campus resources.

The Committee collected research from other Universities, such as University of Dayton and Purdue University, to establish ‘best practices’ for UR.

The Committee hopes to get buy-in from human resources. While there are no guarantees for advancement, the program could increase the campus talent pool, increase job satisfaction, and encourage retention at UR.

Adrienne gave a BIG thank you to Denard, Martha, and Denise for all their hard work they did on this program! They have spent a lot of time on this and did all heavy lifting to put this together so that hopefully other divisions can use this – facilities, dining services, etc.

**Announcements:**

Program Improvement Plan - USAC submitted a budget increase, pending Board of Trustee approval in April, USAC would get an increase of $3,850. So total will be $5,850 to help affinity groups, elections software, and increase to general operating budget.

University of Richmond recently won an Active RVA Award!

March meeting agenda items will be: Lori Schuyler will provide a University-wide update, Carl Sorensen will give an overview of things that have changed in the 6 years he has been here, and Kathy Monday will speak to us about data security policy; she would like some feedback.

TIAA CREF will do session for those 50 and over. HR would like to work on for the next year, two events per semester for those thinking about retiring.

The cancer care and support group will now be rolled into a wellness group in March. The hope is that it will reach a broader audience and encourage more attendance. The last meeting of the cancer care group will be on February 26 and then the next program will be wellness.

In April nominations will be open for USAC executive board positions. If nominated, those people will write statements, and at the May meeting, Council will vote. There will be a bit of transition time in May and June before the new members come in July.

Meeting adjourned at 2:52 p.m.

The next meeting will be held on March 12, 2013 in the Tyler Haynes Commons, Room 305

Respectfully submitted,

Molly Field, Communications Chair
Web submissions

Submitted Data: January 21, 2013
I think we should honor Veterans Day as a University holiday. We have staff who have served our country, and many alumni, and students who are veterans as well, yet we do not have this as a University Holiday.

Action Taken:
January 21, 2013: forwarded to Carl Sorensen, in Human Resources for a response
February 4, 2013: meeting with Lori Schuyler, in the President's Office: The University is a strong supporter of the Yellow Ribbon campaign, which allows veterans to receive additional funds for their GI Bill (http://financialaid.richmond.edu/yellowribbon.html). There is also a campus-wide ceremony on Veterans Day that faculty, staff, and students can attend.
February 6, 2013: response from Carl Sorensen: "Due to scheduling of the academic calendar, the University cannot observe all federal and religious holidays. Employees are encouraged to use their personal day or vacation accrual to observe holidays with personal significance."
February 12, 2013: Council agreed that the floating holiday could be used for this purpose. It is also important to recognize that staff holidays do affect things such as our accreditation (SACS). Council added, if campus events are held that honor veterans, it would be nice if they were advertised more frequently or farther in advance so that staff could attend.

Submitted Data: January 23, 2013
Dear USAC, Has USAC heard any updates about the status of general position/grade information of all types of campus being available to all employees? If I remember correctly, this was mentioned as part of the compensation revision process (Cut and pasted a FAQ from the HR compensation presentation to staff below). Thank you for your assistance with this question.

Question: Will all employee position descriptions, grades and titles be online in July?
Answer: Information on position requirements, grades and titles will be available in the future. This will enable employees to know what is required of a position in order to prepare themselves if they are interested in applying for the position.

Action Taken:
January 23, 2013: emailed web submission to Carl Sorensen, in Human Resources, for a response.
February 6, 2013: response from Carl Sorensen: "We are building this capability into UR Talent. Our goal is to have much of this information available as of July 1, 2013 but the reality is that we will continue to add this information through 2013. In the meantime, we can provide guidance for career development."
February 12, 2013: Council would like to know if job descriptions would be made available, Council will request clarification from human resources.