Meeting was called to order by Katybeth Lee at 1:00 pm.

**Members Present:** Mark Brooking, David Curtis, Glenice Coombs, Shelle Flowers, Katybeth Lee, Lisa Miles, Tracy Miles, Linda Pugh, Francine Reynolds, Susan Sheppard, Barbara Terry, Karen Turner, Wayne Van Staden, Shug Ward.

**Members Absent:** Helen Alexander, Holly Caruso, Ofelia Dunlap, Sybil Fellin, Scott Hollen, John Jacobus, Laurel Hayward, Mark McGill, Crissy Poindexter.

I. Human Resources Update (Carl Sorensen)

- **Classification and Compensation**- Consultants have met with focus groups. The next step will be to assess the information they received and its impact. Consideration is being given to having a steering committee and asking University community members to help define positions.
- **Flexible Workplace**- The committee met and started by revising the charter. The committee is putting together a project plan that will be sent to HR soon.
- **Rewards and Recognition**- The committee met this week and hopes to have a pilot program in place by May.
- **Smoking Policy**- Recommended policy will go to the Cabinet next week.
- **Pet Policy**- Has been sent to Hossein Sadid, VP Business & Finance.

II. University Committee Updates

- **Rewards & Recognition (Karen Turner)**- Waiting for “roll out” to report information. Please send any suggestions to Karen.
- **Flex Scheduling (Karen Turner)**- See Carl Sorensen’s comments.
- **Career & Compensation (David Curtis)**- The committee is working with Sibson Consulting, specializing in hospitals, universities, and corporations. Sibson will present their findings in August. The committee will proceed in four phases: Focus groups, benchmarking, policies and implementation / costing out.

Members of the **Classification and Compensation Steering Committee** are:
Margaret Bethune- Heilman Dining Center
David Curtis- Financial Aid
Kerry Fankhauser- Westhampton College
Sybil Fellin- Registrar
Kelly Harris- Recreation and Wellness
Kris Henderson- Law School
III. University Event Updates
- **Staff Service Awards** will take place on March 24th. Anyone can nominate. The form for nominating can be found on the USAC website and the Human Resources website.
- **SpringFest** will be Wednesday, June 1, 2011 from 12 noon to 2pm. The location will be at the upper end of the lake, near Lakeview Hall.

IV. **Election Committee (Lisa Miles)**
Lisa went over the calendar for the 2011-2012 USAC elections.
March – the committee will get a list of those eligible to run and will post them online and will post hardcopies at time clocks in various departments.
March 14 – Nominations will open and remain open for 2 weeks.
March 28 – The committee will begin to verify nominations. The nominees will have the option of having their photo and/or a personal statement posted on the USAC website. Committee members and Kathy Carmody will assist with the personal statement if requested.
April 14- Begin preparing ballots.
April 25- Election opens and will remain open for 1 week.
May 2- Results will be tallied.
May 6 – The committee will contact the winners and invite them to the June meeting.

V. **Sustainability Committee (David Curtis)**
The committee is working with Megan Zanella-Litke, Sustainability Coordinator, to create a “Green Office Program”. University offices can become environmentally aware and more sustainable by committing to taking steps to become “green.” The program will be tested with pilot offices and will roll out in March.

VI. **Communications Committee (Shug Ward)**
The committee has been looking for a way for staff to share ideas and get information. The committee is looking for a resource already in place on campus that would be a vehicle for our goal. Holly invited Cheryl Spain, Internal Communications Manager, to our January 27th meeting. The results of the Employee Satisfaction Survey showed that employees don’t feel they are getting information
from their own team leaders. Cheryl presented her department’s plans for improving communications on campus. The USAC committee members are excited about the prospect of partnering with Cheryl on this project.

VII. **Web Submissions (Francine Reynolds)** - See attached.

VIII. **Prioritize Ideas From Last Month**
At the January meeting, Katybeth asked the council members to submit priorities for the second half of the year. The results were:
   a. Be more visible in the UR community
   b. Open Meeting – Maybe once quarterly/semester
   c. Start taking pictures and share with the community
   d. One large group project (Food Bank, Habitat for Humanity, Tailgate)
   e. USAC visibility at games (Table with information, Ushers)
   f. Come up with a communications platform (Yammer, PLAnet Spider, etc.)
   g. Help push the green office program

It was decided to look into USAC having a table at the Feb. 20th Staff Appreciation men’s basketball game. This would be an opportunity to offer information about the upcoming election, take pictures, and accept comments and suggestions.

It was suggested that we have an open meeting in June, when the new council members would be in attendance.

IX. **Cheryl Spain, Internal Communications Manager**

Internal Communications manages communication that touches faculty, staff, students and alumni. Her team works with the President’s Office, SpiderBytes, the social media officer, and the videographer. After receiving the Employee Satisfaction Survey results, the Communications Department is taking a closer look at what is working and what is not working. Cheryl will be coordinating focus groups. From the data collected she will do an assessment at the end of February. In March, she will review the data and determine what channels are being used, modify the channels and make new channels of communication. The Employee Satisfaction Survey revealed that staff feel like higher levels are not always sharing information.

“Grapevine” has since been created to give managers a tool to communicate talking points with staff. The first “Grapevine” went to all VPs and those who report directly to them on January 28th with a note to “please forward to your team.” This is one of the first steps in getting dialogue going.
Motion to adjourn: Karen Turner
Second: Shelle Flowers

Respectfully submitted,
Shug Ward, Recording Secretary
Web Submissions for February 2011 Meeting

1. I am writing to ask for someone to clearly explain the snow policy of the university. I am not just looking for the written policy, but dig a little deeper and clarify this situation:

As an employee that is paid on the bi-weekly payroll I am expected to come to work during inclement weather OR stay home and take a vacation day. Why is it that supervisors can stay home during inclement weather and say they are working from home and not be required to take a vacation day? In my current position I can easily work from home. I have the ability to VPN into the university and conduct my job. However, I don’t have that option.

I am not sure if the administration is clearly aware that this is happening. The supervisors in my area plan on not traveling in inclement weather, however, they sternly tell us “be here or use vacation.” During a potential storm last year the supervisors gathered around to discuss staying home, turned around to a team of non-exempt, hourly paid employees and stated, “if you stay home or arrive late, use vacation,” while all the time they got to do as they wanted.

How is this fair? I see a clear and definite line of discrimination between exempt and non-exempt status. This is not a rare occurrence as it happens all the time. The administration needs to look into this practice. Don’t just scratch the surface, really look into this practice.

This was forwarded to Carl Sorensen in HR for response. Carl responded:

Employees may work from home if authorized by their supervisor. I’m hesitant to make any other conclusions about this submission because it is unsubstantiated. If the author would like our assistance in working with an area to develop consistent policies, we will need to know more.

Carl would like for the submitter to contact him to discuss the issue further.

This submission will be shared with the committee working to develop a telecommuting policy recommendation so they can keep in mind the need for fairness in access to any telecommuting options by all staff for whom it is a possibility.

2. The following SpiderByte this morning reminded me to put in another suggestion regarding ... yes, parking. I think this has been addressed before, but not resolved. When there are sporting events during the week, the University hires outside folks to manage the parking areas on campus. Last Fall, my son had a class in Weinstein in the evening; he tried to get on campus the only way he knows how, and the parking attendant would not let him through to park. He called me frustrated, and I simply advised him to go back the way he knows how, tell the parking attendant that he has to get to class, and this is the only way on/off campus he’s familiar with. My son’s directionally challenged issues aside, this is actually a real issue. There are a lot of part time students who do not know their way around campus, except for where they are going. I appreciate the fact that the parking attendants may not know where to tell people to park (although, I don’t know why they can’t be given some general
instructions on this), but when we have night classes, and the vehicles have the decals to reflect that (night students typically have a certain letter - maybe "U" on their decals, or fac/staff decals), the parking attendants should just let folks park. A similar issue happened to one of my student employees during a football game - his ride was simply trying to drop him off at the law school, and they were made to drive to the river road entrance, then drop him off near the D-hall to walk the rest of the way to the law school.

[This is the referenced SpiderByte]
Message 17643
From: Natalia Green <ngreen@richmond.edu>
To: Faculty Staff and Students
Subject: Robins Center Parking Lots closed on Wed. 1/19
Category: Campus Announcements

The parking lots B3, B4, B5, B6 and B7 off Boatwright Drive, B will close at 5:00 p.m., Wednesday, January 19, 2011 for the men's basketball game. Student vehicles remaining in these lots will receive a $40.00 parking citation. Vehicles displaying a 'C,' 'X' or 'G' permit only will be exempt from citations within the designated areas within their own lots. All other vehicles will be ticketed. This includes the "General Parking" areas in lot B6 and lot B7. This regulation also pertains to vehicles displaying a Student Athlete parking permit. Please do not ask RMC attendants where you should park as they are not employed by the University and are not aware of the parking regulations. Email any questions to parking@richmond.edu.

This was sent to John Jacobs in the Police Department for response. We asked whether there could be more flexibility in allowing people to drive through campus roads as they wanted during games, and just have the parking lots themselves restricted. John contacted us to discuss the issue. He said that the roads are blocked once the general parking spots available off that road are filled so that people don't try to get into those lots to look for a parking spot. We explained to him that many people come to campus for reasons other than attending the game and that they would like to just drive through the road (not park in the designated game parking lots) to get to wherever they're going. We suggested that perhaps instead of just telling people to go a different way, maybe the officers could tell people coming to campus something like, “The lots up this road for the game are all full, so if you're going to the game, please drive this way to the xxx lot. If you're going to a class or to work and need to go this way, then please go on ahead and just watch carefully for pedestrians.” John did not feel that was necessary. He directed us to this website, which shows the incoming and exiting routes that all drivers must follow on game days:

USAC discussed the issue further and decided that we will wait to see what, if any, changes occur in the coming months after David McCoy, the new AVP for Public Safety, is on board. If it seems that problems are still persisting by the start of next year's basketball season, then USAC may choose to raise the issue again with the URPD.

3. I have been thinking that it would be nice for UR to have an internal marketplace for faculty, staff, and students. It would be similar to Craigslist, but would require a netID and password log in. While not only being nice to have, I think that it would help cut down on a lot of the waste at the end of the semesters. Graduating seniors in the apartments can list their apartment furniture for a price, instead of leaving it by the dumpster. Need a book for class? Maybe another student has one for a reduced price. Sell your car, XBox, or offer tutoring or babysitting on the site. I have
worked places where this has been a great option, and think that UR could really benefit from it. Thank you for your consideration.

This was shared with the USAC communications committee, which is considering various options for increasing communication across campus about all sorts of topics.

The USAC communications committee has looked at Yammer and a staff forum on PLAnet Spider, but decided to meet with Cheryl Spain, Internal Communication Manager, to discuss communication options that might be better suited to staff needs. Cheryl said that she is in the process of creating a communications assessment tool to find the best method to communicate to staff and find out what information people think needs to be included. In addition to the communications assessment, she will conduct three focus groups of faculty, staff and students to find out whether communication breakdowns are occurring. The assessment and focus groups will take place late February. The USAC communications committee volunteered to help Cheryl with the assessment and focus groups, which she said would be welcomed.