Meeting was called to order by David Curtis at 1 p.m.

Members Present: Cheryl Burns, Mark Brooking, Glenice Coombs, David Curtis, Shelle Flowers, Manny Haines, John Jacobus, Katybeth Lee, Lisa Miles, Andrew Morton, LaQuashia Pegeas, Martha Pittaway, Andy Gurka, Adrienne Piazza, Francine Reynolds, Amy St. john, Michael Torquato, Karen Turner

Members Absent: Helen Alexander, Holly Caruso, Tracy Miles, Chrissy Poindexter

David Curtis began the meeting by reminding the Council nominations for the 2012-2013 leadership team (Chair, Vice Chair and Recording Secretary) is due to him by February 24th.

I. General Updates

Communication-Andy Gurka
The committee discussed several ideas which include updating the website and feature stories for staff in a quarterly newsletter. They will be working closely with each sub-committee on how to communicate information and hope to improve on what staff would like to see.

Staff Involvement-Adrienne Piazza
There were great staff discussion events in December (Meeting New Professionals, New Parents, Elder Care and Want to play recreational sports with UR Staff) and they were a huge success. A staff engagement meeting is planned for tomorrow and several people were invited so the committee is hoping for a good turnout and will have information to report at the next meeting.

Web Submissions-Holly Caruso
There are no web submissions this month.

II. HR Update-Carl Sorensen

Career and Compensation

There should be communication from President’s Office soon to staff and faculty. The Steering Committee spent a good time on the career piece. The plan is to start communication in March to educate supervisors.

Telecommuting and Flex Scheduling

The President’s Cabinet discussed in July 2011 and deferred action at the present time due to the numerous projects currently being undertaken by staff. HR is hopeful they will be able to pilot one group on campus soon.
**UR Values**

UR Values will pick up in the spring. There have been discussions from Direct Reports to Vice Presidents. They have narrowed it down to 25 values and Communications is currently working on website and will publish and ask for feedback to further refine values.

**Rewards and Recognition**

Rewards and Recognition was to begin in Fall 2011. However, this has been pushed back due to the intensive work surrounding the Career and Compensation Study.

**UR Pet Policy**

There are currently no new updates.

**Short Term Disability Coverage**

HR continues to look at offering short term disability coverage for staff.

**III. Election By-Laws**

Lisa Miles gave a high level summary of election By Law changes. A motion to vote on changes was presented with amendments. The total changes are attached. Major changes include moving to two categories (exempt and non-exempt) which replaces the three former categories (managerial/administrative, clerical/support service, service/maintenance), allowing members to vote for up to 3 candidates in either category, and creating a Communications Chair. There were 18 that voted yes and 0 were opposed.

A motion was made and passed to have a closed meeting for the remainder of the meeting.

Next meeting: February 14th

Respectfully submitted,

Shelle Flowers, Recording Secretary
By Law Changes adopted on Jan 11, 2012

Article IV. Membership

Section 1. Representation for each employment category will be based upon the number of staff in each category at the time of election at an approximate ratio of 1/50.

Section 2. Elected representatives shall serve staggered two-year terms of office, commencing July 1st of the year when elected.

Organizing membership will consist of the following employment categories:

  a. Managerial/administrative
  b. Clerical/support services
  c. Service/maintenance

Should now read:

  a. Exempt
  b. Non-exempt

Section 9. Member Nominations

  a. Nominations shall be solicited from all three employment categories beginning in March.

Would now read:

  a. Nominations shall be solicited from both employment categories beginning in March.

  b. USAC Election Committee shall collect nominations via the USAC website established for this purpose and paper forms created for nominations.

Would now read:

  b. USAC Election Committee shall collect nominations via the USAC website established for this purpose and/or paper nomination forms created for nominations.

Section 9. Elections (Should read Section 10. Elections)

  c. Each eligible voting staff member shall be allowed one vote in his/her own respective category.

Would now read:

  c. Each eligible voting staff member shall be allowed three total votes across both employment categories.
d. Eligible staff may vote electronically via the USAC website approved for this purpose or through paper ballot.

Would now read

d. Eligible staff may vote electronically via the USAC website approved voting website for this purpose or through paper ballot. If the Elections committee decides not to offer paper ballots it must offer assistance during the voting period to staff who do not generally work at computer workstations.

Article V. Officers

Section 1. The officers of USAC shall be a Chair, Vice-Chair, Recording Secretary, and Parliamentarian. These officers serve as the Executive Board and shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by USAC.

Section 2. At the regular meeting held in March or April of each year, members shall vote and select the Chair, Vice-Chair, and Recording Secretary from among those who will be continuing the remainder of their term on the Council. Their term of office shall commence during the USAC meeting held the following June.

Would now read:

Section 2. At the regular meeting held in March or April of each year, members shall vote and select the Chair, Vice-Chair, and Recording Secretary from among those who will be continuing the remainder of their term on the Council. Their term of office shall commence during the USAC meeting held the following July.

Section 3. The term of office shall be one (1) year.

Section 4. No member shall hold more than one office at a time.

Section 5. A Parliamentarian shall be appointed from USAC membership by the Chair.

Would now read:

Section 5. A Parliamentarian and a Communications Chair shall be appointed from USAC membership by the elected members of the Executive Board. They may be either first or second year USAC members. Their terms would commence during the USAC meeting in July.

Add this new section:

Section 10. The Communications Chair, with support from the Communications committee, shall:
• Coordinate USAC’s website
• Manage USAC’s social media presence
• Identify talking points after each meeting and assist members to find appropriate venues for sharing them with their constituents
• Coordinate outreach and PR for major USAC events

Article VII

Standing committees of USAC will be:

a. Web Submission Committee, consisting of at least three (3) council members with at least one (1) member from each election year cycle, will respond to and/or refer University staff’s anonymous Website submissions and report to USAC at each monthly meeting.

b. Election Committee, consisting of at least five (5) council members with at least one (1) member from each election year cycle, and including the USAC Chair.

And add:

c. Communications Committee, consisting of a Chair and at least two additional council members with at least one (1) from each election year cycle.