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

Members present: Katie Bell, Chantellle Bernard, Mickie Campos, Tracy Cassalia, Carrie Caumont, Kerrie Clarke, Michele Cox, Debbie Hardy, Lindsey Love, Keith Mitchell, Adrienne Piazza, Robert Plymale, Jerry Robinson, Sadie Simmons, Carl Sorensen, Ebony Smith, Marti Tomlin, Anna Kay Travis, Maya Vincelli, Blake Widdowson, Paul Witten

Members absent: Bill Chappell, Denard Hall, Molly Field, Roger Mancastrroppa, Lynn Robertson

Welcome Newly Elected USAC Members

USAC Chair Tracy Cassalia welcomed the new and returning members of the Council and allowed time for folks to introduce themselves and get to know each other.

Roles and Expectations

Tracy and Vice-Chair, Paul Witten shared a handout outlining council member expectations.

Executive Board Update

Other members of the executive board introduced themselves: Katie Bell from the Office of Alumni & Career Services will be serving as the Communications Chair and Roger Mancastrroppa from the Academic Skills Center will be serving as Parliamentarian.

Tracy shared that based on feedback from the open forum, we will have a guest speaker at some USAC meetings, during the final 45 minutes, and all staff will be invited to attend – with the idea that we will learn more about a specific topic or department in which staff have indicated an interest.

Tracy also shared that we would again like to have a presence at Busch Gardens Ticket Pick-Up as this is good visibility for USAC. Ticket pick up will be on July 25 from 10am-3pm. We will have a table with information about USAC and the affinity groups. Tracy will send out a sign-up sheet so that we can sign up for shifts to cover the table. Ideally there will be 2+ people for each shift.

Affinity Group Updates

Affinity Group Chair Carrie Caumont shared that there are five affinity groups; elder care, health and wellness, LGBTQ, parenting, UR Involved. Each group has at least one co-chair that is a current USAC member and another co-chair that does not serve on USAC. Each group has their own webpage and listserv, some are more active than others.
If you have ideas for new affinity groups, pass them along to Carrie. If you are not yet a member of one of the groups please check them out!

**Open Forum Results**

The USAC Open Forum was held on June 11 and drew a good turnout of over 60 people. Each attendee sat at a table with other staff and helped answer three questions: what is USAC’s role, what should USAC focus on this year, what would they like to know more about?

Some themes that emerged regarding the role of USAC were: being an advocate for staff, being a voice for the voiceless, answer questions, and help to build community.

Some themes regarding the priorities for 2013-14: being more proactive than reactive, green living, more intentional outreach to those not on USAC, tuition remission, and volunteer days/flexible workplace.

Some themes regarding what staff want to know more about: benefits, how is higher ed changing, endowment, policies, and ways to make connections across campus.

**Mapping our Constituents and Communication Strategies**

Members did an exercise to designate who will communicate with which departments about USAC happenings. Each member is responsible for reaching out to them to facilitate two-way communication, find out what is important to them, as well as telling them what we’ve done.

**Other Business**

The “Did you know?” page on USAC’s website lists discounts available to UR staff/faculty – spread the word and let us know of additions/inaccuracies

Carl Sorenson provided an update on new jobs site, which is powered through Cornerstone On Demand (leader in the talent management software industry)

- UR is the first organization to go live with their new recruiting module, which we know isn’t ideal but we were faced with a choice of being forced to upgrade to a new version of PeopleAdmin (the old system which we were not pleased with) or taking a leap with this new software
- HR has a phone call to review list of needed fixes, but in the meantime, HR is trying to fill in any gaps (i.e. reference letter process used to be more automated but is now being managed manually by HR staff)

President Ayers will be receiving the National Humanities Medal tomorrow at the White House.

**Executive Session**

Council members discussed constituent concerns.
Meeting adjourned at 2:32 p.m.

The next meeting will be held on Tuesday, August 13, 2013 in the International Commons.

Respectfully submitted,

Molly Field, Recording Secretary

Web Submissions

**Web Submission 1**
**Submitted: June 25, 2013**

“Laura Dietrick from Human Resources sent out email today indicating that all full faculty (and staff) will receive their Total Compensation Statement via email this year instead of via postal mail.

I strongly object to the sending of private information via email. Email is a completely insecure form of communication by design. You should never send information in email that you wouldn't send on a postcard. Once email is sent, it lives forever on servers, waiting to be accessed via a security breach, even if you delete it. This is why Information Services has indicated that people should help protect their identity by not emailing sensitive data. [http://is.richmond.edu/infosec/securityawareness/securityhandout2012.pdf](http://is.richmond.edu/infosec/securityawareness/securityhandout2012.pdf)

A computer science colleague asked the security person in Information Services what he thought about Human Resources' plan. Because the email would only be sent to University of Richmond email addresses and would therefore supposedly only go through servers administered by the University of Richmond, he was not concerned. But how many faculty (and staff) do you think are only going to open that email on the computers in their offices? Anyone who forwards their email to a non-University of Richmond email address will automatically have this private information exposed not just at their email provider's location, but at all of the stops that email takes to get to their email provider. The same will be true for anyone who reads their email via their smart phone at a Starbucks or any other WiFi hotspot.

This is an awful decision. If HR does not want to pay for printing these documents, this information should be placed on BannerWeb, which uses a secure protocol unlike email.”

**Action Taken:**
June 26, 2013 – This issue was resolved immediately and USAC supports the resolution. Carl Sorenson sent email to all staff regarding the change to the distribution of salary letters and total compensation statements from email to campus mail and bannerweb. Email from Carl:

“The University of Richmond hosts a secure, encrypted email system that we intended to use for distributing salary letters and Total Compensation Statements this year. However, some employees expressed concern about this method of distribution. As a result you will not receive
your salary increase letter tomorrow as originally indicated, but you will be able to view your new 2013-14 salary or hourly rate in BannerWeb tomorrow morning.

You will receive your Total Compensation Statements in campus mail no later than Friday, July 12, 2013.”

**Web Submission 2**  
**Submitted: July 2, 2013**

“I understand that HR has switched to a new hiring system- but the urjobs.org site is still active. Having a forwarding made active for that site would be helpful. A friend was trying to apply to a position that is open- but kept telling me that the position was closed- when I knew that wasn't true. They were trying to apply via the old site. Everyone involved became pretty frustrated. It's disappointing that HR could not manage that transition better- when something as simple as a forwarded site was available to them.”

**Action Taken:**  
July 3, 2013 – Web sub forwarded to Carl Sorenson  
July 7, 2013 – Reply by Carl Sorenson:

“At the next meeting, I would like to discuss putting some language included on the USAC website indicating that web submission will only be forwarded if the submitter has tried to resolve the issue through the available channels in the department (even if it is not HR). If the person had contacted urhr they would have received an immediate answer to the question about the forwarded site and the solution to their problem of finding the job on the new site.

In my mind, this is not a USAC issue and, now that the problem is fixed, it is not even a problem to address. Unfortunately, a “simple forwarded site” was not available to us. We were not able to provide a redirected address because we did not own the domain name urjobs.org at the time. We requested the domain transfer some time ago but it has not happened yet.”

July 9, 2013 – Carl addressed the transition to the new UR jobs site during the USAC meeting and USAC discussed the web submission process as a group and made the following recommendations:

- Going forward, web submissions will be disseminated to the group as they come in, and if its something about benefits and compensation, they will be forwarded to HR
- Some people might use the USAC form for HR issues because the HR form is not anonymous
  - Anonymous web submissions are problematic because there is lag time between the submission and the next USAC meeting where it is discussed, and then the answer/response becomes public only when the minutes are published
  - The web submission page has language/direct links to reporting compliance issues and to URHR, but it will also be updated with language explaining that
anonymous submissions will be answered via USAC meeting minutes, which could result in significant lag time (up to six weeks).

- HR has a new communications role so hopefully with HR communicating more in general, that will dispel fear about asking questions directly of HR, and Carl will emphasize openness specifically as well.

- There is a department on campus that has some serious management issues and they’re not a group with regular computer access (ie comfortable using URHR or USAC web form) – is it appropriate to raise these concerns at USAC meetings?
  - Per Carl: HR business partners are assigned to different groups on campus – Pam Ash is this group’s business partner so she would be the one to respond to this. But if they aren’t comfortable with that or satisfied with the outcome, the compliance hotline is available.