USAC Meeting Summary
July 10, 2012
1:00 – 3:00 PM

The meeting was called to order by Adrienne Piazza at 1:06 p.m.

Members present: Cheryl Burns, John Butt, Tracy Cassalia, Carrie Caumont, David Curtis, Molly Field, Denard Hall, Denise Johnston, Crista LaPrade, Manny Haines, Lindsey Love, Andrew Morton, Adrienne Piazza, Martha Pittaway, Jerry Robinson, Sadie Simmons, Bryn Taylor, Paul Witten

Members absent: Bill Chappell, Andy Gurka, Keith Mitchell, LaQuashia Pegeas, Michael Torquato

1) Welcome & introductions

Adrienne Piazza welcomed Council to the meeting and introduced herself as the new Chair of USAC.

2) Icebreaker activity: USAC speed networking

Council participated in a fun icebreaker activity that allowed everyone to get to know each other.

3) Executive board updates

Adrienne briefed Council about several meetings the USAC Executive Board attended over the past month. A recent meeting with Human Resources (HR) provided some clarification of the role HR would have in USAC meetings. The partnership between USAC and HR will continue, and although an HR representative may not be present at every meeting, there may be times when a representative will attend a meeting as the agenda requires, or for special presentations.

Council was reminded about the USAC listserv and membership. Those subscribed to the listserv are only current USAC members and the past president, as an ex-officio member.

The executive board also met with human resources regarding new staff orientation. Aubrey Pettaway agreed to include a slide about USAC in the orientation Powerpoint presentation. USAC will also be permitted to include a flyer about USAC and the affinity groups in the new hire welcome packet. The executive board intends to send a welcome email to new staff a couple weeks after their hire date, which will serve as a reminder to new staff about USAC.

A recent meeting with the University Faculty Council (UFC) Chair, Patricia Strait, proved to be beneficial. Dr. Strait is happy to partner with USAC and has agreed to meet with the executive board a couple times each semester to discuss any pressing issues from either camp. Both UFC and USAC agreed to share meeting minutes with one another.

Adrienne explained that the executive board would hold regular meetings with Lori Schuyler of the President’s Office. These meetings will occur approximately 10 days prior to each regularly scheduled USAC meeting so that both parties may share pertinent information. This will also allow time to add items to the agenda, if necessary.

In August, Jason Sawyer, an advocacy professional, will attend the USAC meeting and give an hour presentation on advocacy and what it means. Along those same lines, Adrienne mentioned that going forward, the goal would be to allot some time during regular USAC meetings for sub-committee work.
Adrienne distributed a handout that contained additional information regarding the general charge to Council as well as a link to the by-laws. Adrienne mentioned that the by-laws may need some revision this year, which would be tackled in future meetings.

Adrienne explained the timeline of events:
- Executive board will meet on Tuesdays before regular USAC meetings
- USAC meetings will be the second Tuesday of each month from 1:00-3:00 p.m.
- USAC minutes will be emailed to Council by 5:00 p.m. Wednesday following the meeting
- USAC minutes are posted to the USAC website and accessible for public viewing

4) Roles and expectations

Adrienne went over the handout and highlighted the role of Council members to be active participants by joining a sub-committee. There are currently three sub-committees, however, depending upon the strategic plan this year, more committees will likely be formed.

Current sub-committees are as follows:
- Staff Involvement Committee (includes affinity groups: UR Involved, Elder Care, Parenting, and Cancer Care & Support)
- Elections Committee
- Web Submissions Committee (currently the executive board will review any web submissions and bring to full Council any submissions that require greater discussion)

Council will continue to explore ways to highlight talking points and information to share with constituents.

5) Web submission review

The web submission regarding the Microsoft Office software has been responded to by Information Services. Doug West sent out a SpiderByte to clarify the use of the product and it’s availability.

6) What’s the mood?

The floor was opened up for general discussion about the mood on campus from constituents:

- It was mentioned that the ongoing construction projects continue to impact many offices
- There was some discussion about Modlin Center birthday tickets (no longer provided); it was also mentioned that some people may prefer an alternative option to Busch Gardens tickets, for those who do not wish to participate
- There was also concern about new and transfer student lists, their availability, and welcome letters to students

7) Strategic Plan Development Activity

Adrienne led Council in a strategic planning exercise. Council separated into five tables to write down and cluster tactics on advocacy, benefits, communication, community, and recognition. Going forward, these ideas will be used to form the strategic plan for the year and possibly the development of future sub-committees.
Adrienne distributed homework and explained the instructions. The “mapping your constituents” homework will be due by August 1, 2012.

Adrienne announced that Planning & Priorities Committee (P&P) currently has a staff position is open. It is possible to nominate a non-USAC member. Please forward nominations to Adrienne by Friday, July 13, 2012.

The P&P Committee takes in budget requests and reviews them; meetings are held weekly beginning in October and the term is a three-year commitment. Candidates for this position should be able to think globally, work well with other departments on campus, and understand the structure of the University. A high level of confidentiality is required also.

Meeting adjourned at 3:06 p.m.

The next meeting will be held on Tuesday, August 14, 2012 in Tyler Haynes Commons, Room 305

Respectfully submitted,
Cheryl Burns, Recording Secretary