Meeting was called to order by David Curtis at 1:00 pm.

Members Present: Helen Alexander, Mark Brooking, Glenice Coombs, David Curtis, Shelle Flowers, John Jacobus, Tracey Miles, Lisa Miles, Chrissy Poindexter, Francine Reynolds, Cheryl Burns, Chris Dion, Andy Gurka, Andrew Morton, LaQuashia Pegeas, Adrienne Piazza and Amy St. John

Members Absent: Holly Caruso, Katybeth Lee, Wendy Boberek, Eric Madden, Martha Pittaway and Karen Turner

David Curtis started the meeting by discussing 2011-12 committees.

I. 2011-2012 Committees

David gave a detailed description of what each committees entails. The Committees include Web Submissions, Elections, Staff Involvement, and Sustainability. UR Santa will be a volunteer effort, coordinated by Chrissy Poindexter and Tracey Miles, and is not an official USAC committee. He then noted Council members already committed and asked for additional volunteers for each committee. Several members of Council volunteered for various committees.

II. Staff Involvement Committee-Adrienne Piazza

Adrienne discussed topics from the newly established Staff Involvement Committee. The committee discussed the following:

Where do you find campus resources and how do you promote them?
Are there resources already available that staff are not aware of?
Is there programming to fill gaps across campus?
Best way to communicate information to staff?

Adrienne then asked for feedback from Council members.

Several ideas were mentioned by Council members such as USAC promoting staff engagements such as basketball and football games, Safe Zone training, USAC Night at Art events, tuition exchange and SCS programs for which tuition remission for families is available. Lastly Adrienne asked for additional ideas or thoughts to be forwarded to her for discussion at the upcoming committee meeting.

III. Committee Updates

Sustainability – David Curtis

The Sustainability Office and USAC have created a campus-wide Green Office program. Megan Zanella-Litke will lead 2 sessions on July 13, 1:30-2:30 Tyler Haynes Commons, Room 355 and again on July 26, 11:30-12:30 Keller Hall Reception to educate Staff and Faculty on how to obtain different levels (Bronze, Silver and Gold) for a “Green Office”. Megan is really excited and open to working with staff. A Bronze level example would be turning off your PC when you go home for the day. Additional information about the Green Office program is at http://sustainability.richmond.edu/initiatives/green-office/index.html.
Elections-Lisa Miles

Lisa communicated improvements from last election such as the photos and written statements from candidates and would like to keep building towards additional improvements. A topic the committee will discuss is how to divide categories for areas that are not represented. How to make sure we have depth within different areas? There were also issues noted with the software that need to be addressed for the next election. Lisa will contact committee members soon to schedule a meeting for early August.

IV. USAC’s Role for 2011-2012

The Council broke into 3 groups and was asked to focus and brain storm about the following 3 topics.

a. What should our roles be for the upcoming year?
b. Who are our constituents and who do we represent?
c. What should our focus be for 2011-2012?

Results from the discussion were:

Identify what we think we can influence and build a plan based on that
Focus on issues USAC can do and what USAC is able to do
Create liaisons for advocating
Focus should be on results of staff forum summary
Partner with SCS/Athletics because they are not represented on USAC
Continue to work on greater election participation
Advocate for people that cannot speak up
Bridge the 2 way communication that doesn't happen
Once a response is received for Web Submissions, USAC should discuss if answer is sufficient and if additional follow up is required
Morale issue/Communication
Is information gathered as to why people leave the University?
Promote and support the next Workplace survey

V. Open Forum Meeting in Sept/OCT

David informed everyone that the Bylaws state we must have an open forum meeting. Council members were very supportive of having more open forum meetings and suggested the next meeting be in early December. More details to come at a later date.

VI. Values discussion for Aug meeting

David inquired if anyone had participated in the value discussion presented by Valerie Wallen in Human Resources. The discussion will take approximately 90 minutes and will be a dominant part of our meeting for August.

VII. Web Submissions-

The committee is still working on July Web Submissions and Holly will give a report during the August meeting.

Next meeting August 9th.
Motion to adjourn: Helen Alexander
Second: Chris Dion

Respectfully submitted,

Shelle Flowers, Recording Secretary