USAC Meeting Summary
June 11, 2013
2:00 – 4:00 PM

Meeting was called to order by Adrienne Piazza at 2:06 p.m.

Members present: Carrie Caumont, Tracy Cassalia, Bill Chappell, Molly Field, Andy Gurka, Manny Haines, Lindsey Love, Keith Mitchell, Adrienne Piazza, Martha Pittaway, Cheryl Poston, Nancy Propst, Jerry Robinson, Sadie Simmons, Michael Torquato, Maya Vincelli, Blake Widdowson, and Paul Witten. Ex-officio members David Curtis, Lynn Robertson, and Carl Sorensen were also present.

Members absent: Denard Hall, Denise Johnston, Crista LaPrade

New members present: Katie Bell, Chantelle Bernard, Mickie Campos, Michele Cox, Debbie Hardy, Roger Mancastroppa, Robert Plymale, Ebony Smith, Marti Tomlin

Welcome and opening

Adrienne Piazza welcomed Council and others to the meeting and gave a brief overview of the agenda.

Open Forum

Council and fellow employees broke into groups to discuss the following questions:

- What is the role of USAC?
- What are the priorities for 2013-14
- What are the areas of campus that people would like to know more about?

Each table recorded their general thoughts and responses, which will be collected and consolidated into a summary for the Council’s consideration going forward.

Web submission review (See complete web submissions and responses at the end of the minutes)

Recognition of outgoing members & Social time

The following outgoing members were recognized for their outstanding service to USAC:

Andy Gurka
Manny Haines
Crista LaPrade
Adrienne Piazza
Martha Pittaway
Cheryl Poston
Nancy Propst
Michael Torquato

Meeting adjourned at 4:00 p.m.

The next meeting will be held on Tuesday, July 9, 2013 at 1:00 p.m. in Tyler Haynes Commons, Room 305 (THC 305).

Respectfully submitted,

Cheryl Poston, Recording Secretary
Web Submissions

Submitted May 1, 2013
Why don’t all staff jobs posted online include the salary grade? Of the 23 staff positions currently posted (as of May 1, 2013), 9 do not have any grade listed and 2 have a "commensurate with experience" listed. That is just under 50% of staff jobs posted that don't have salary grades listed. Is that because they are not graded position, or is there a strategic reason as to why they are not listed? This seems counter to the "openness" that HR talked about during the compensation benchmarking and from the information on their website. My understanding of compensation (from reading the HR website) is that individual salaries vary, but all staff positions are within a grade. I think that we should publishing grades for any staff position, especially when they are the Chief Compliance Officer for the people who manage our endowment, for example.

Action Taken:
May 1, 2013:  Forwarded to Carl Sorensen in Human Resources for reply
May 16, 2013:  Reply from Human Resources:  This practice will be implemented with our new system which will be active in a few weeks

Submitted May 9, 2013
The salary grade 3 ranges were changed (lowered) from 2007 to 2012. After 19 years of service to the University, I am barely at the midpoint of the range. With the small raise of 2% or less from the pool each year, will it be possible to reach the maximum in the grade since retirement is not far off. Was there any plan to move long-term employees upward in the same grade or increase their compensation? Thank you

Action Taken:
May 9, 2013:  Forwarded to Carl Sorensen in Human Resources for reply.
May 14, 2013:  Reply from Laura Dietrick in Human Resources: The Career and Compensation Program implemented last July was a complete review of our compensation philosophy, structure and policies meant to help ensure that pay is fair and can be linked to the job and performance. The salary structure, while it may look similar to the former structure, is an entirely new structure and not just a slight modification, developed with significant input from VPs and others in the organization. There was no direct relationship between prior grades and new grades.

Once the grade for a position was established, an employee’s pay (placement in the range) was determined by experience in current role at UR, influenced by performance data and internal equity. Years in position was based on the date the employee was placed into their current position not necessarily total years at the University.

The salary structure is evaluated each year to determine if it should move. For the 2013-14 year it was determined the structure will stay as is but in future years the structure could move. Receiving merit increases is the primary way to advance pay within a grade. The overall merit budget will impact the amount of funds available for merit increases.

Employees continue to be encouraged to apply for promotional opportunities when they occur. Qualifying for a position in a higher salary grade, which provides for a significantly broader role will generally be recognized by a salary increase. Annual performance increases also allow employees to increase their salary while remaining in their current grade.

For complete details regarding the Compensation Study implemented July 1, 2012 please go to: http://hr.richmond.edu/compensation/index.html. The presentation to staff on this site would be a good resource.
Submitted May 29, 2013
I was on the HR job-posting site last night and noticed a new job in Recreation and Wellness, the Outdoor and Facilities Coordinator. While this is an exciting opportunity for Recreation and Wellness, and for potential candidates, I am concerned that the job is only open for 3 days. I believe I have heard that a job has to be posted for 10 days during prior searches. Could you clarify this policy for me?

Action Taken:
May 29, 2013: Forwarded to Carl Sorensen, in Human Resources, for a reply.
May 29, 2013: Reply from Carl Sorensen: Sure. When the hiring manager and the HR Talent Acquisition Specialist believe the a current employee may be qualified for the position, the position may be posted internally for five days to allow internal candidates to apply before posting the position externally. This position is posted for Monday – Friday of this week.
May 29, 2013: Follow-up questions sent to Carl Sorensen for reply
June 19, 2013: To date, no reply from Human Resources

Submitted June 5, 2013
A few years ago when I was on USAC(2008-2010) there was a submission in regards to a website listing all of the discounts offered to employees from vendors in the local area. I noticed some vendors on the USAC website, however, it's not a complete list. For example, GoodYear offers a 15% discount to UR employees. Any updates on getting a website with a complete list?

Action Taken:
June 12, 2013: Reply from Andy Gurka, Vice-Chair of USAC: Thank you for your web submission, and the tip on a discount at Goodyear. We will add that to the listing of local businesses at:
https://usac.richmond.edu/resources/dyk.html

As it says on the website, it is not an exhaustive list, and that if staff know of local businesses that give a discount, then they can email our USAC communications chair, Molly Field (mfield2@richmond.edu), and she will add them to our site.