USAC Meeting Summary
June 14, 2011
1:00 – 3:00 PM

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


Members Absent: Scott Hollen, Tracey Miles, Linda Pugh, Francine Reynolds, Laurel Hayward

New Members: Wendy Boberek, Cheryl Burns, Chris Dion, Andy Gurka, Eric Madden, Andrew Morton, LaQuesha Pegeas, Adrienne Piazza, Martha Pittaway and Amy St. John

David Curtis began the meeting with a warm welcome to new members followed by member introductions.

I. Open Floor Staff Forum Discussion

Various issues were discussed based on comments made by staff. Morale, staff life issues, work/life balance, need for supervisor training, classification and compensation were key areas of discussion.

II. By-Law Motion-Planning and Priorities

Article VII. Committees
Section 4. USAC will have two staff representatives on the University’s Planning and Priorities Committee who will serve staggered three year terms. These representatives will be staff members who are selected by a vote from the Council.

At the May USAC meeting, discussion raised the issue of requesting a third staff member for Priorities and Planning. USAC requested a third member and is currently awaiting a response from senior administration.

Holly Caruso made the motion to table this for now until next meeting. Chrissy Poindexter seconded the motion.
The motion passed: 15 yes, 0 abstentions

III. Committee Updates

Sustainability – David Curtis

David reported that the committee is currently working on getting staff more involved. Megan Litke will lead a Green Office session on July 13, 1:30-2:30 Tyler Haynes Commons, Room 355 and again on July 26, 11:30-12:30 Keller Hall Reception. Information about the Green Office program can be found at http://www.sustainability.richmond.edu/initiatives/green-office/index.html
**Elections-Holly Caruso & Lisa Miles**

They encouraged Council members to participate on the Elections Committee as there is a lot of work to be done for the upcoming year. There were several great changes for 2011 and Lisa stressed the importance of the committee starting early so any changes for 2012 is complete by winter break.

**IV. Human Resources Update - Carl Sorensen**

**The Career and Compensation Project** – Sibson Consulting will meet with Laura, Carl and Steering Committee next week. They will discuss structure, grade level and initial ideas of career paths.

**Smoking Policy** – Policy should be in effect July 1 and UR community will be notified next week.

**Pet Policy** – The recommended policy is on the agenda for the next Cabinet meeting.

**Reward & Recognition** - The team sent a rough draft to Valerie in HR with final recommendations. Carl is hopeful this will be in place by mid August.

**V. 2011-2012 Committees-David Curtis**

David discussed Web Submission, Elections, Staff Engagement, Sustainability and UR Santa Committees and encouraged every Council member to join a committee of their choice.

**VI. 2010-2011 Annual Report-Katybeth Lee-** The report will be posted on the USAC website.

**VII. Web Submissions** - See attached

Lastly, David and Katybeth recognized outgoing members and congratulated them on a job well done.

Motion to adjourn: Holly Caruso  
Second: Karen Turner

Respectfully submitted,  
Shelle Flowers, Recording Secretary
1. I think it would be great to have some sort of mentoring program for young employees, where they're paired with more experienced mentors who can help them adjust to the University's culture and work life in general.

This suggestion was forwarded on to Carl Sorensen, AVP for Human Resources. Carl responded that they think this is a great idea as well, but they haven't had time to develop a program yet. He did point out that they are focusing on supervisor training next year, and we would expect that that would help to improve the mentoring skills of supervisors.

In addition, USAC has discussed scheduling lunch meetings with designated topics for staff to come to and meet other staff with an interest in that topic. This would, hopefully, lead to staff getting to know other staff outside of their immediate work area and might help to foster mentor-mentee relationships.

2. I'm trying to understand why we have specific bins designated as recycling, when the facilities staff mixes those bins with the regular trash. It's not just one person; I have observed many members of the facilities staff doing the same thing. Thank you.

This was forwarded to Al Lane, Manager of Environmental and Custodial Services. We mentioned to Al that we were aware that sometimes the bins become contaminated with non-recyclable materials and that the contents may need to be thrown in the trash, but that we wanted to be sure that the bin contents were being recycled whenever possible. Al responded:

You are correct that contamination is a concern and the staff do have to empty recycle bins into trash bins. We have to keep our contamination levels under 5% or the recycling vendor will not accept our material. We also use a multi bag system to collect trash, mixed paper and drink containers in one large bin. I have received many calls from folks on campus with this same concern and explain the contamination and multi bag system. Recycling is a very important responsibility that we have and we talk about it a great deal with staff. We have monthly staff meetings and at the next meeting (May 31st) I will mention this concern/comment.

This submission was also shared with Megan Zanella-Litke, Sustainability Coordinator. Megan is planning efforts to better educate staff on what can and cannot be recycled and which bins various materials should be put in, as well as stressing the importance of not contaminating the bins with non-recyclable materials or the wrong type of materials for the bin, so that those bins don’t need to be emptied into the trash.
3. I think restrooms on the campus need to be evaluated for the height of the paper towel dispensers. The handicapped accessible restrooms have dispensers too high for someone in a wheelchair to access.

This submission was sent to Paul Lozo, Assistant Director of Operations and Maintenance. Paul said that they make every effort to make sure that dispensers are mounted at the appropriate height, and he asked which restrooms were of concern. Because the submission came in anonymously, we were not able to follow up with the submitter to get more information. Paul asked that anyone with a concern about a specific restroom either call Facilities at x8600 or submit a work order through their website (http://facilities.richmond.edu/requests/index.html) or by email (facilities@richmond.edu) so that they can then go look into it and make corrections if needed.