Meeting was called to order by Katybeth Lee at 1:00 pm.

**Members Present:** Mark Brooking, Holly Caruso, Glenice Coombs, Ofelia Dunlap, Sybil Fellin, Shelle Flowers, Scott Hollen, John Jacobus, Katybeth Lee, Lisa Miles, Mark McGill, Francine Reynolds, Susan Sheppard, Karen Turner, Shug Ward

**Members Absent:** David Curtis, Tracy Miles, Crissy Poindexter, Linda Pugh, Barbara Terry, Wayne Van Staden, Laurel Hayward

**I. Budget Update - Hossein Sadid and Jenni Sauer**

Hossein Sadid, Vice President for Business and Finance, and Jenni Sauer, Associate Vice President for Business and Finance, presented an overview of the budget development process for fiscal year 2012, including the assumptions used for building the budget. Each fiscal year, the Budget Office creates and maintains the University of Richmond’s operating, labor, and endowment budgets. This process includes obtaining requests for new budgets from around campus for consideration by the Planning and Priorities Committee, who then make recommendations to the President, and ultimately for approval by the Board of Trustees. The five year budget model is used to aid in strategic planning. Watch for open forums after the budget is approved in April.

**II. Human Resources – Carl Sorensen**

**Smoking Policy** - The smoking policy has been approved. Implementation issues are to be worked out.

**Pet Policy** - This policy will go to the President’s Cabinet soon.

**III. Committee Updates**

- Career and Compensation Committee - Focus groups have given consistent feedback. Working on benchmarking.
- Green Office Initiative - Pilot offices are participating before the initiative is rolled out for all departments.
- Campus Master Plan - There will be a series of Town Hall meetings to discuss the master plan and how the campus will evolve in the future. Katybeth encouraged everyone to go.

**IV. Elections Update – Holly Caruso**

Nominations will take place Monday March 14th - Friday March 25th. Staff may nominate up to 3 people in each category. In the past only 1 nomination was allowed. Council members will be asked to contact the nominees to verify their willingness to run and to answer questions. Talking points will be provided to those making the calls.

The idea of a totally electronic voting system was suggested. Those representing departments with minimal computers voiced support for online voting.

The Election Committee will speak with supervisors and work out the logistics of online voting and send council their proposal.
V. Executive Committee Elections
Nominations for the USAC Executive Committee for 2011 should be emailed to Katybeth by Friday, March 18th. The nominees will be notified and will submit written statements by Friday, April 1st. Council will be notified of the slate by Tuesday, April 5th. Council will vote at the April 12th meeting. The Chairman will select a Parliamentarian. New member terms will begin June 2011.

VI. USAC Communications
Photographs taken of USAC members at the Men’s Basketball Game will be posted on the USAC website.

VII. Constituent Feedback
The Lactation Support Program has received questions and concerns regarding the present location (not convenient for many) and lack of more than one site. Carl Sorensen asked that any suggestions for improvement be emailed to him.

Motion to adjourn: Mark McGill
Second: Scott Hollen

Respectfully submitted,
Shug Ward, Recording Secretary