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

**Members Present:** Mark Brooking, Holly Caruso, Glenice Coombs, David Curtis, Ofelia Dunlap, Sybil Fellin, Shelle flowers, Scott Hollen, John Jacobus, Katybeth Lee, Lisa Miles, Tracy Miles, Chrissy Poindexter, Linda Pugh, Francine Reynolds, Karen Turner, Wayne Van Staden, Shug Ward, Laurel Hayware, Helen Alexander

**Members Absent:** Susan Sheppard

**I. Elections Update – Holly Caruso, Lisa Miles**

Holly reported that the turn out for the USAC elections was 15% up from 2010. The Elections Committee felt that the electronic format for nominee responses and staff voting and the inclusion of pictures and personal comments were positive changes for the 2011 election.

The committee does feel that the election process needs improvement for next year in the areas of navigating the voting site, support of department leadership from areas where staff do not use computers as part of their daily tasks, defining the nominee categories and looking at the voting process as a whole. Lisa thanked Holly for her work on the 2011 election. She stressed the need for addressing areas of concern for the 2012 election and the need to start the preparation early in the year.

The newly elected members are:
- Andrew Morton: University Libraries
- Chris Dion: Spider Management Company
- Andy Gurka: Living Learning Programs
- Adrienne Piazza: Center for Civic Engagement
- Amy St. John: Advancement Services
- Cheryl Burns: Arts & Sciences Dean’s Office
- Martha Pittaway: Enrollment Management
- LaQuashia Pegeas: University Dining Services
- Wendy Boberek: University Dining Services
- Eric Madden: University Facilities/Landscape

**II. By-Laws Discussion Points**

**a. Categories of membership - Karen Turner**

The Rewards and Recognition Committee is recommending changing the categories used for the Employee of the Year awards. They suggest Administrative (formerly Clerical), Managerial, Service Maintenance, and Dining Services. The committee also suggested that USAC consider making the same changes to the categories used in Council elections.
b. Planning and Priorities Representation – Katybeth Lee
Currently 2 staff members are serving on the University Planning and Priorities Committee. Katybeth started a dialogue on how to select representatives to serve and if the selection process should be added to the by-laws. There was discussion about who and how many staff representatives there should be. This subject will be addressed in detail at the next meeting.

c. Ex Officio Past Chair – Lisa Miles
Lisa proposed that the immediate past chair of USAC serve in an ex officio (non-voting) role for one year after their term is complete in order to facilitate a smooth and continuous transition and to pass information from one executive committee to the next.
Article IV. Membership, Section B. of the by-laws currently reads, “Ex-officio (non-voting) membership shall include: a. The Associate Vice President of Human Resources.” Holly Caruso made the motion to add to Article IV. Membership, Section B: “b. The Immediate past chair of USAC”. Glenice Coombs seconded the motion. The motion passed: 17 yes, 3 abstentions

III. Budget Proposals
a. Sustainability – David Curtis
The USAC Sustainability Committee proposed funding Megan Litke, the Sustainability Coordinator’s, initiative to replace recycling stickers to help with creating a greater awareness of recycling in staff areas. David made a motion to allocate up to $300 to the Sustainability Labeling Effort in centric staff areas. Crissy Poindexter seconded the motion. The motion passed: 18 yes, 1 abstention

b. Memorial for Mark McGill – Katybeth
A maple tree and stone marker will be placed outside of Camp Concert Hall in memory of USAC member Mark McGill. Linda Pugh made a motion that USAC donate $125 to the Mark McGill Memorial Fund. Chrissy Poindexter seconded. The motion passed: 14 yes, 4 abstentions

IV. Human Resources Update – Carl Sorensen
The Career and Compensation Project – Job descriptions in the comparison model from Sibson Consulting have been reviewed with managers. Managers are being surveyed in an effort to put an appropriate value on the tasks of jobs on campus. Sibson has starting benchmarking. HR will receive the Sibson report in July.
Smoking Policy – Hope to have a final draft by July 1.
Pet Policy – The recommended policy is on the agenda for the next Cabinet meeting.

V. Staff Forum
A staff forum will be held Wednesday, May 18th, from 12:30 to 2 p.m. in the North Dining Room of Heilman Dining Center. Complementary lunch will be provided. The format will be drop in. The new council members and the previous council members will attend. Carl will give updates on Career and Compensation and Rewards and Recognition. Questions and the sharing of ideas are welcome.

VI. Springfest
Springfest will be held Wednesday, June 1, from 12 to 2 p.m. The Theme is UR County Fair. Everyone is asked to bring a canned food item to donate to the Central VA Food Bank. This year the location will be near Lakeview Dorm.

VII. Web Submissions- See attached

VIII. Directory Update
We have received some questions from staff about the online directory and when the departmental listing (what was previously the green section at the front of the paper directory) will be available. We contacted Eric Palmer to ask about this. Eric responded that they are still working on that functionality. He explained that there is not currently a single electronic data source that contains all the departmental unit names and the people that work in those units. They are working on creating this, but it is a slow process. Once they are able to complete this process, you will be able to go to the directory and search on departmental name and then drill into members of that department. He asked that staff please be patient as they work toward this goal. There was also a question about whether name prefixes (i.e., Mr., Ms., Dr.) and spouse names could be included in the online directory. Eric responded that no compelling business case was made for the inclusion of spouse names and there were also privacy concerns, so the decision was made not to include those. He said that the suggestion to add in name prefixes would be considered, however, and that they would update us when a decision was made.

IX. Transition Thoughts
Please email your thoughts to Katybeth by Thursday

Motion to adjourn: David Curtis
Second: Linda Pugh

Respectfully submitted,
Shug Ward, Recording Secretary
Web Submissions for May 2011 Meeting

1. Candidates for election to USAC should be limited to one per department. Any one department should not have more than one representative serving on USAC and HR staff should not be eligible. There should be more equity. This current system is giving large departments much more say in University policy than smaller departments.

   This was discussed at the May meeting. Members felt that this didn’t seem to be an issue based on recent USAC representation, but perhaps it’s something that should be considered by the new elections committee and they can determine whether there is a different model for representation that would better ensure all staff are equally represented. As for HR staff, members did not feel that it was fair for HR employees to be excluded from USAC. They are staff members too and deserve to have their opinions represented just as much as any other staff members.

2. I recently attended the staff awards ceremony for my 10 years of service. While I appreciate the time and effort the University spends on purchasing, wrapping, and presenting gifts, I think it would be much more meaningful, and environmentally friendly to give employees extra vacation leave or a contribution to their TIAA-CREF account.

   This was shared with the Rewards and Recognition Program Review Committee. They will take this suggestion under consideration as they develop recommendations for future changes to the reward programs.

3. We received a suggestion from a staff member in the facilities area to start some sort of campus-wide program to prevent vandalism. They suggested that a vandalism hotline be set up and that information about how to report vandalism be incorporated into student orientation.

   We shared this suggestion with Officer Randy Baran, Crime Prevention Officer with the UR Police Department, and with the undergraduate residential deans, Dean Boehman and Dean Landphair. Officer Baran responded:

   I think it’s a good idea and great people want to get involved regarding this subject. We started a program (text a tip) in the middle of the academic year but I will have a chance this upcoming year to get that information out to more of the students through orientation and the community. It started to show results towards the end of the semester. I am also going to cover this with all of the RA’s next year. I am open to any new ideas and if you could let people know that would be great. You can contact me anytime.