Meeting was called to order by David Curtis at 1 p.m.

Members Present: Mark Brooking, Cheryl Burns, Holly Caruso, Ray Causey, Glenice Coombs, David Curtis, Shelle Flowers, John Jacobus, Crista LaPrade, Lisa Miles, Martha Pittaway, LaQuashia Pegeas, Adrienne Piazza, Chrissy Poindexter, Francine Reynolds, Michael Torquato, Karen Turner, Paul Witten

Members Absent: Andy Gurka, Manny Haines, Katybeth Lee and Andrew Morton

David Curtis began the meeting informing council, due to construction in THC the June meeting will be held in the Westhampton Center Living room. He also welcomed new member Crista LaPrade.

I. General Updates

Joe Testani submitted his resignation and Cheryl Burns will be the Secretary for 2012-2013.

The new executive board for 2012-2013 will be Adrianne Piazza-Chair, Andy Gurka-Vice Chair and Cheryl Burns-Recording Secretary. Director of Communications and Parliamentarian will be appointed by new board.

One Card’s offices will be moving in June to the Dining Center permanently. Entrance will be the upper doors by the post office.

A congrats was given to Martha Pittaway as she graduated this month and was an actual speaker at the SCS Graduation ceremony.

Katybeth Lee welcomed a beautiful baby boy on Monday, May 7th.

II. Elections Update- Lisa Miles

Lisa Miles reported 637 people voted for the 2012-2013 election compared to 550 last year. There was a great deal of good feedback that most liked the new voting software and found it easy to use. The elections committee is in the process of contacting the newly elected members and once they have all accepted information will be forwarded along.

III. Fiscal Year 2013 Operating Budget-Hossein Sadid-VP for Business & Finance

Hossein Sadid presented a summary of the FY13 approved budget for the University of Richmond. He began by introducing two new additions in the Budget Office, Du’Neika Easley-Director of Budget Reporting and Tamica Goode-Director of Budget Management.
The following details were presented and discussed:
- Guiding Principles for Budget Management
- Budget Process/Advisory Groups
- Budget for FY 2013
- Revenue & Expense Charts
- Historical projected spending from pooled endowment by fiscal year
- Endowment payments
- New funding recommendations
- New funds allocated

Mr. Sadid received Board of Trustees approval two weeks ago and will have open forums for all faculty and staff on Wednesday, May 9th from 10-11 a.m. in the Ukrop Auditorium and Friday, May 11th from 3-4 p.m. in the Gottwald Auditorium.

**IV. Web Submissions-Holly Caruso**

See Below

**V. Human Resources- Carl Sorenson**

Carl reported letters for the market adjustment study will be delivered to VP’s on Friday, May 11th. Everyone will receive a letter even if nothing has changed.

Human Resources telephone numbers are different. When you call HR you will always get a live voice at extension 8747 or you can email URHR@Richmond.edu for a quick response. They will begin a campus campaign in the next few months detailing the new changes.

Great Colleges to Work For survey data is expected to be returned to Carl by the end of May.

**VI. Open Forum-April 30th**

There is an online forum on the USAC website until May 18th. The comments from the open forum were very constructive. Everyone participated and several comments were made that the affinity groups are going in the right direction and they liked the effort being made by USAC to reach out to staff. Two new groups (Green Living & Cancer Care) will begin in the summer.

**VII. Constituent Concerns**

**Who enforces smoking policy around buildings?**

A suggestion was made to periodically send reminders to staff about smoking near buildings. Remind people of the policy and if you are not comfortable please ask any supervisor in the building to do so. If we pitch in and do it together we can make a difference.
VIII. Flexible Workplace Policy Recommendations

The council will send a letter to Dr. Ayers, re-affirming our support of the Flexible Workplace Policy recommendations and requesting an update from the President’s Cabinet.

Next meeting: June 12th

Respectfully submitted,

Shelle Flowers, Recording Secretary

Web Submission May 2012

Suggest HR change the following policy regarding donation of leave: "In order to assist colleagues in a time of need, employees may donate sick leave or vacation leave to another employee whose serious health condition has depleted his/her own sick leave and vacation leave balances." Suggest that the sick employee not have to use vacation leave when they have depleted sick leave if time is donated. Being sick or having surgery is not a vacation and therefore employees shouldn't be penalized for something that is beyond their control.

Carl shared that short term disability insurance will be going into effect in 2013 which should help to resolve this issue.

The discussion then turned to questions about a donation “pool”. Currently an employee who has more than 40 sick days may donate time to a named employee who might need the time. Unfortunately, due to HIPAA rules HR may not disseminate information about an employee who might need the help. Information is only available from the employee or someone who knows the employee in need.

Carl did state that HR would look at this closer next year, but the short term disability was designed to help alleviate this issue.