Meeting was called to order by David Curtis at 1:05 pm.

Members Present: Holly Caruso, Glenice Coombs, David Curtis, Shelle Flowers, Eric Madden, Lisa Miles, Martha Pittaway, Francine Reynolds, Chris Dion, Andy Gurka, Adrienne Piazza, Amy St. John, Karen Turner

Members Absent: Helen Alexander, Wendy Boberek, Cheryl Burns, Mark Brooking, John Jacobus, Tracy Miles, Crissy Poindexter, Andrew Morton, LaQuashia Pegeas

David Curtis started the meeting by informing everyone that Wendy Boberek has resigned from council. He has sent an email to the next person with the highest votes and will keep everyone posted.

I. Sustainability- Megan Zanella-Litke

Megan began her presentation with Sustainability FAQs. The number one question for her was what is sustainability? She responded in 1987 the UN defined sustainable activity to be activity that “meets the needs of the present without compromising the ability of future generations to meet their own needs.” It includes environmental, social and economic values. Megan informed us of what we can and cannot be composted. Vegetable and fruit scraps, egg shells, tea, coffee grounds, flowers and bread are examples of what you can compost. Meat, fish, dairy, fats and oils are examples of what you cannot compost. She also discussed what you can and cannot recycle. A council member made a suggestion to put up displays in high traffic areas so people know what they can recycle. He stressed if someone puts something contaminated in a bin the whole bin cannot be recycled. USAC has partnered with Sustainability to purchase stickers to put on trash cans and bins so people are aware of what to put where. Megan also talked about LEED buildings at UR which include Weinstein center for Recreation and Wellness, Heilman Dining Center addition and Weinstein Hall. There were several buildings awaiting LEED certification. Lastly, Megan informed us of recent activity concerning sustainability at UR and explained different activities that will take place for Environmental Awareness Week Sept 17-24th. A spiderbyte with detailed information will be sent next week for awareness week or details can be found on the Sustainability website.  http://sustainability.richmond.edu

II. Staff Involvement Committee- Adrienne Piazza

The committee is diligently working on a staff survey. They are hoping to send the survey to staff around Sept 16th. Adrienne reported there were currently 61 fans on their Facebook page that they just recently started. There was a discussion of having a USAC table in different spots once a month for people to ask questions. Other events were discussed such as Raisin in the Sun performance at Modlin and the Staff Football game. Further discussions will take place at the next meeting.

III. Web Submissions- Holly Caruso See Attached

III. Elections-Lisa Miles

The committee is meeting again this week. They are beginning conversations on how to get information to help them make the election process better. They are also looking at getting information from Human Resources to help with their process. Lastly, Andy is looking into software and will have more to report at the next meeting.
V. Career and Compensation update- Laura Dietrick and Tracy Kitt

Tracey started their presentation with goals of compensation and career project. She stated the importance of developing a detailed compensation strategy. They wanted to make sure employees understand what it takes to move within your department or other areas. She informed us that Sibson Consulting identified matches between UR job descriptions and job descriptions defined in their survey sources. These matches were then vetted by managers in each division as well as Human Resources. These jobs have been identified as benchmark jobs which will serve as the foundation of the salary structure. The effectiveness of a good salary structure will have appropriate guidelines and number of grades. She also noted they didn’t want salary structure too narrow and wanted to ensure internal equity.

Laura informed the council this time there were at least 59 higher education institutions used to compare the market. They tried to match all positions and included the managers in discussions with Sibson. This time around they could match 65% of jobs on campus which is good. Any non-benchmarked jobs will be measured by a tool from Sibson and placed within the job family structure.

Next meeting: Oct 11th

Motion to adjourn: Chris Dion
Second: Adrienne Piazza

Respectfully submitted,

Shelle Flowers, Recording Secretary
Web Submissions Sept Meeting

1. **suggestion**

There are several offices on campus who pay vendors to shred large amounts of materials. Would it be more cost effective for the university to purchase an industrial shredder that employees could use? Departments could still pay to use the shredder but costs may be less than we pay off-campus vendors.

This is like the one we received earlier.

**suggestion**

Many offices on campus pay vendors to either come to campus to shred documents or to pick up documents and take them to the vendor's facilities for shredding. Is it feasible and would it be cost effective for UR to purchase an industrial shredder that could be housed on campus? Offices using the shredder could still pay for those services, but the convenience of having a shredder on campus would be wonderful.

This was sent to Meghan Zanella-Litka who suggested we contact Al Lane and his response was “Megan and I talked about this suggestion, and feel at this time based on what we know about the campus usage for shredding paper that larger campus wide program is not warranted. We will keep this suggestion in mind for the future if the need warrants.”

2. **suggestion**

Has this University ever thought of adding a childcare facility? If so, what are thoughts on it?

Yes, this is being looked at in the Campus Master Plan currently under development.

3. **name** Kim Wiseman

**phone**

**email**

**suggestion**

I don't have a suggestion, but would like to say thank you to all of you who have been very involved in some great University initiatives since school has been back in session. Thank you for organizing the "thank you" posters and cards for individuals and departments who kept the University open for our students during the Hurricane. Thank you, too, to all who were able to volunteer and make the President's visit a memorable one for all involved (as well as Pres. Obama, I hope). We showed we're a class act. And a special thanks to those heading the USAC Connections facebook page - you guys are doing a GREAT job! Keep up the good work. Spider pride is hard to hide.
Thank you Kim – it’s great to know we are making progress and getting staff involved.

4.

| suggestion | Could USAC help the campus eliminate the paper mailings that we frequently get but rarely need? Many offices on campus send paper mailings announcing a program, new feature, or some other initiative. Often, including this week, the same information is distributed via email. I would prefer not to get the paper mailings at all but there is no way to opt out. Eliminating these paper mailings would contribute to our green initiative and fulfillment of the Climate Action Plan. I understand that there are some offices on campus without consistent email access, and they may want/need to receive some form of paper notification, but many offices could get such notification by email in SpiderBytes. Thank you for your consideration and input. |

Megan Zanella-Litke attended our September meeting and stated that Communications Office has been tasked with developing a method of “Opting Out” of campus mailings. The exact methodology of how this might work is still in discussion.