Mark Stanton, chair, called the Council meeting to order at 1:03 p.m. and welcomed council members and guests.

Mark Stanton opened the meeting by briefly outlining the 2020-2021 USAC goals

1. Strengthen communications and outreach efforts to maximize the visibility and accessibility of USAC to all staff members
2. Continue to foster a diverse, equitable, and inclusive intellectual community in which staff are recognized for their contributions
3. Provide council members with professional and personal development opportunities to improve their leadership and advocacy skills

Updates from Around the Room

Council members shared current events and updates from their divisions of the university.

Members shared many messages of gratitude, wanting to acknowledge the collective effort of campus community members in cultivating a successful semester with our students on campus. Members also acknowledged the hard work that continues, as many of our staff colleagues remain on campus to keep our campus operations running smoothly over break and for our students who remain in residence. Council members shared summaries of ongoing projects in preparation for classes to resume in the spring semester. This portion of the meeting was recorded and is posted on the USAC website.

Some highlights from the announcements:
• Dining Services is utilizing a cross utilization program in order to avoid furloughing staff members who are not needed now that our resident student population has reduced. About 40 staff members are able to work in other departments across campus.

• The Bonner Center for Civic Engagement is currently accepting nominations for next year’s One Book, One Richmond. Submit your nominations here: https://onebook.richmond.edu/suggest/index.html

• The university has earned another TREX bench through the plastic bag recycling program that has been underway since last year. These benches are set up in the Eco Corridor. The plastic bag recycling is ongoing, and stations for collecting bags can be found in many buildings on campus.

• A record number of admission applications has already been received by the Admissions Office. Admissions has been able to accommodate prospective student visits to campus, finding new ways to show off the campus while following physical distancing guidelines. Admitted student events in the spring semester will take place virtually.

• Check out https://urnow.richmond.edu/ for a collection of Spiders stories from around campus and beyond

Gallery members were invited to share any updates from their offices and divisions.

Committees and Liaisons Updates

Communications committee: Michele Bedsaul (committee chair), Kaylin Tingle, Kourtney Ennis, Paul Sandman, Susan Sokolsky, Taylor McNeilly, Ashelle Brown, and Mark Stanton

No updates

Elections committee: Mitch Alters (committee chair and Parliamentarian), Josh Jeffreys, Joe Minick, Beth Simms, Jeff Smith, Fred Hagemeister, Jessica Washington

No updates

Engagement committee: Priscilla Greene (committee chair), Craig Buchbinder, Frank McMurrough, Katy Olney, Allison Johnson, Rich Thomas, Jennifer O’Donnell

No updates

Faculty Senate Liaison to USAC: Mary Tate

Mary and Allison Johnson shared updates from recent Faculty Senate meetings, to include that the Faculty Senate has met with Spencer Stuart (as did USAC) to engage in conversations to help shape the search for the university’s next president.

Plans for future Faculty and Staff Crossover events are ongoing, and will be developed with consideration of survey feedback responses submitted after the Fall 2020 event. The goal is to have multiple virtual events in the spring, taking place at different times of day in hopes of providing options to faculty and staff members interested in attending.

Plant Involvement Team: Paul Sandman and Frank McMurrough
The PIT continues to encourage and remind all staff members to wear masks and conduct daily tasks within Physical Distancing Framework Guidelines. Facilities is putting on a “Decorated Cart Parade” on Friday, December 11, beginning around 10:00 am. The parade will begin in the Law School parking lot and will head down Richmond way, past the lake, and will end in the THC parking lot. Spectators are welcome!

**Foodservice Involvement Group:** Richard Thomas and Jeff Smith

No updates

**Budget Review, Jennifer O’Donnell**

- Initial Budget: $5,875
- Expenditures YTD: $0 (~$100 pending)
- Balance: $5,875

Expected expenses: Name tags for new council members (~$100 - underway)
Voting mechanism (will be needed in spring)

**Gallery Comments**
There were no gallery comments.

**Closed Session**
The Council entered closed session at 2:07 p.m.

**Web Submissions, Jessica Washington**

December web submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online at usac.richmond.edu.

Mark Stanton adjourned the meeting at 3:02 p.m. Jessica Washington moved to adjourn, Paul Sandman seconded.

The next meeting will be on Tuesday, January 12, 2020 from 1-3 p.m., virtual via Zoom.

Respectfully submitted, Jennifer O’Donnell, Secretary/Treasurer