Members Present: Shannon Best, Wendy Burchard (chair), Chaz Coleman, Jason Cope, Dustin Engels, Meriwether Gilmore, Rosanne Ibanez, John Jacobs, Rhonda Lambert, Pamela Lee (secretary/treasurer), Emily Martin, Alison McCormick, Nick Minnix, Travis Smith, Michael Torquato, Melody Wilson

Non-Voting Attendees: Todd Lookingbill (faculty liaison), Paul Lozo

Members Absent: Lisa Bayard, Crystal Brown, Austin Leach, Meg Pevarski (vice chair), Rick Richardson

Non-Voting Absent: Lynn Robertson, Carl Sorensen

Wendy Burchard, chair, called the Council meeting to order at 1:00 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members answered the icebreaker question “What is your favorite local restaurant, and what do you enjoy to eat there?”.

Box Drive
Kevin Creamer, Manager, Communications & Engagement, Information Services
Box Drive makes using Box very similar to the “U drive” UR used to use. Once the app is downloaded, it puts a folder on your desktop; you can then navigate your Box folders from the desktop.

You will need to turn off Box Sync if you opt to use Box Drive.

Looking to use Box Drive? Visit https://is.richmond.edu/accounts-passwords/box/apps-plug-ins/box-drive.html for information on how to get started.

USAC-sponsored Forum with Dr. Crutcher on Feb. 19, Wendy Burchard
Council re-solicited their constituents for ideas on topics; however, no feedback was received.

Wendy will be visiting the president’s cabinet meeting on Jan. 14 to see if they have any suggestions for topics he or the cabinet would like to present.

Council discussed potential topics for Feb. 19 event … updates on: sustainability, transportation, HR initiatives, “Great Colleges to Work For” results, strategic plan, and the president’s committee on inclusivity.

Shannon Best proposed a “Dr. Crutcher’s/cabinet’s vision for the University over the next five years.” theme for the event. Council liked this theme, and Wendy will share the theme with Dr. Crutcher/cabinet on Jan. 14.

A subcommittee including Wendy Burchard, Shannon Best, Jason Cope, Nick Minnix, and Roseanne Ibanez was formed and will lead the charge on this event.

Budget Update, Pamela Lee
Spent YTD: $585
Going-away gift for Brittany Schaal, promotional swag (coasters), and refreshments for December USAC meeting*

Balance: $5,289
Expected expenses: simplyvoting.com ($350), USAC-sponsored events/forums (TBD), and end-of-year celebration (TBD)
*USAC received a $32 credit for refreshments at the December meeting since no sodas/water was provided, but was included in our original charge.*

**Committees and Liaisons Updates, Wendy Burchard**

- **Communications Committee:** Continuing to update the USAC Facebook page routinely. If you have any events you’d like to promote, please send information to Nick and she can post to USAC Facebook.
- **Elections Committee:** No updates other than USAC representation model discussed later in the meeting.
- **Volunteer & Engagement Coordinators:** March 21 is the Wellness Fair. USAC will have a table from 9 a.m.–4 p.m. that will need to be staffed. They will soon send out a sign-up form electronically.
- **Faculty Liaisons:** The next meeting is Jan. 25. Please visit facultysenate.richmond.edu to read their meeting minutes.
- **Plant Involvement Team (PIT):** Crosswalks are being added and painted according to new standards. A designated walkway near the underpass at the Commons was investigated but unfortunately due to space, a walkway can’t be introduced; however, Paul Lozo will look at some potential options.
- **Foodservice Involvement Team (FIT):** There is an orientation meeting this week, and Alison will discuss FIT and promote its usefulness as a tool for the department. The next FIT meeting is Jan. 29.
- **Human Resources:** No report.
- **Workplace Environment Committee:** Visit web submissions document at usac.richmond.edu.

**Web Submissions, Meg Pevarski**

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

**Announcements:**

- MLK 2019 is Mon., 1/21/19 … visit https://commonground.richmond.edu/programs/mlk/index.html for more information
- Visit (and like) the USAC Facebook page https://www.facebook.com/richmondusac/

**Upcoming USAC-sponsored events:**

- Q&A Forum with Dr. Crutcher • Feb. 19, 1–4 p.m. (location TBA)*
- Spring faculty/staff mixer • April 22, 5:30–7 p.m. (location TBA)*

*More details about these events will be announced when available.

**USAC Representation Model**

*Dustin Engels, USAC Elections Committee Chair*

Nominations and elections for 2019–21 will be fast approaching!

The following election procedure changes were proposed:

**Restructure Academic Affairs Seats**

The USAC Elections Committee has received feedback from numerous constituents regarding the current structure of the seats dedicated to Academic Affairs, specifically those reserved for representation of the schools. There were concerns over equity with regards to how the seats are distributed and questions over how and why the schools sharing seats were selected to be grouped together.

*With these concerns in mind, the Elections Committee proposes eliminating the school-specific seat model in favor of an at-large model to represent the school staffs. Additionally, we are proposing adding one additional seat to represent the schools. This would result in four at-large members from school staffs. Our proposal also includes the caveat that there will be no more than one representative from each school at a time. While this may create additional administrative work for the Elections Committee, we believe the added benefit of more evenly distributed representation in the school staffs make it worthwhile.*
Current:
(3) members from school staffs (1 from Arts and Sciences or Jepson School of Leadership Studies, 1 from Robins School of Business, and 1 from School of Law or School of Professional and Continuing Studies

Proposed:
Shifting school seats to (4) At-large members from school staffs, with no more than one representative for each school at a time

A motion to restructure the academic affairs seats by shifting to an at-large model for school staff seats was made, seconded and approved.

A motion to add an additional USAC at-large seat for Academic Affairs was made, seconded and approved.

Split Advancement and Communications Seats
The USAC Elections Committee received feedback that, since Communications now operates as its own division separate from Advancement, the current structure of shared at-large members from Advancement and Communications may no longer provide the best model of representation. Accordingly, the Elections Committee proposes splitting these two at-large seats to create one seat for Advancement and one seat for Communications.

Current:
2 At-large members from Office of Alumni and Career Services, Advancement, and Communications

Proposed:
1 member from Advancement + 1 member from Communications

A motion was made to split the Advancement and Communications seats giving each Division its own seat was made, seconded and approved.

Proposed Bylaws change
Revision to Executive Committee Election Timeline
Both the 2017–18 and 2018–19 USAC executive boards advised the Elections Committee that the current executive board election timeline creates transition and continuity challenges across membership years. After reviewing the current timeline, the elections committee believes it could be both compressed and moved earlier in the year. This would provide the incoming executive board with more time to shadow the current board, ask questions, and work on transition planning in hopes of alleviating continuity issues.

A motion was made to table the proposed Executive Committee election timeline bylaws changes to allow time for further review was made, seconded and approved.

Closed Session:
The Council entered closed session at 2:30 p.m. No votes occurred.

Dustin Engels moved to adjourn the meeting. The motion was seconded.

Wendy Burchard adjourned the meeting at 2:33 p.m. The next meeting will be Tues., Feb. 12.

Respectfully submitted, Pamela Lee, Secretary/Treasurer