Members Present: Lisa Bayard, Shannon Best, Crystal Brown, Wendy Burchard (chair), Chaz Coleman, Jason Cope, Dustin Engels, Meriwether Gilmore, John Jacobs, Rhonda Lambert, Pamela Lee (secretary/treasurer), Emily Martin, Alison McCormick, Nick Minnix, Meg Pevarski (vice chair), Rick Richardson, Travis Smith, Michael Torquato, Melody Wilson

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

Members Absent: Rosanne Ibanez, Austin Leach

Non-Voting Absent: Lynn Robertson

Wendy Burchard, chair, called the Council meeting to order at 1:02 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members answered the icebreaker question “Do you have a favorite Thanksgiving tradition (or dessert)?”

Compliance Training Update, Shannon Sinclair, Vice President and General Counsel
Shannon Sinclair presented information on faculty and staff compliance training. Why do we do compliance training? It’s related to creating a thriving campus community and supporting UR’s great place to work. This training is a crucial part of professional development, especially in higher education. Staff participation (e.g., 96% completed harassment training) has been tremendous and the feedback has been positive.

Feedback from the recent compliance essay contest:
1. Encouraging to know UR is committed to providing these resources
2. I’m most impressed that UR takes this seriously

Completed staff trainings include Harassment and Discrimination Prevention and Cybersecurity. The next online training module, FERPA, will be rolled out to staff who have access to student records. A future session will be emergency preparedness, which is still being investigated. There is more targeted training that will become available to certain departments (e.g., workplace safety for facilities/dining).

Title IX is mandatory for all new staff and faculty. Other trainings are in a pilot year for faculty to see how best to fully implement with faculty. A timeline for full faculty participation is still being determined in coordination with the Faculty Senate representatives. Shannon and her team are working with Faculty Senate.

Harassment and Discrimination Prevention training is currently underway with faculty, in its pilot format, and Cybersecurity will be next for faculty.

Additional feedback or questions about compliance training can be directed to Kris Henderson (khender3@richmond.edu).

USAC housekeeping business, Wendy Burchard
Potential topics for the proposed Dec. 18 USAC Q&A Forum with Dr. Crutcher
- Inclusivity, PAC, ICC, Commission
- Strategic initiative updates
- USAC’s role/purpose
Do we have the agenda to support this Forum (at its proposed Dec. 18 date), do we propose to postpone to spring semester 2019? Wendy will contact the President’s Office to discuss schedule options.

Council members will request information from his/her constituents to see if they have any questions they’d like to get answered that wasn’t covered at the Nov. 13 State of the University address to help form a Forum agenda.

Wendy reviewed USAC’s 2018–19 goals, for a mid-term update:

**Support campus-wide initiatives**

Wendy expressed her satisfaction in the interesting topics presented so far by our monthly speakers.

**Collaborate with faculty**

Our first-ever USAC/Faculty Senate mixer, hosted by the Crutchers, on Oct. 3 was a great continuation to already established faculty and staff collaboration. While there are existing collaboration touch points (e.g., faculty and staff running teams in the corporate 5K), there are opportunities for further collaboration (e.g., 2019 Dominion Christmas Parade), and areas to ensure equality between faculty and staff.

**Council administrative review**

Dustin Engels spoke on behalf of the Elections Committee as it relates to the USAC representation model that began in 2016. They have reviewed the existing model as well as the charge from 2015–16 that implemented this model. If Council has any ideas about the current representation, how it is structured, number of representatives, term length, leadership responsibilities, etc., please submit feedback to Dustin for consideration as they build their proposal to be presented at the December USAC meeting.

**Budget Update, Pamela Lee**

Spent YTD: $471

Going-away gift for Brittany Schaal, promotional swag (coasters) that were handed out at USAC’s table at the benefits fairs

Balance: $5,404

Expected expenses: Refreshments for December meeting, simplyvoting.com ($350), USAC-sponsored events/forums (TBD), and end-of-year celebration (TBD)

**Committees and Liaisons Updates, Wendy Burchard**

- **Communications Committee:** Ordered coasters that were distributed at the benefits fairs, submitted website updates to Pam that were completed earlier in Nov., been much more active on Facebook!
- **Elections Committee:** See Council administrative review section above.
- **Volunteer & Engagement Coordinators:** Coordinated filling shifts at three benefits fairs in Nov.
- **Faculty Liaisons:** Todd, USAC’s newly elected Faculty Senate representative, attended his first USAC meeting and presented updates on Faculty Senate initiatives.
- **Plant Involvement Team (PIT):** Michael presented updates from the PIT, including overgrown trees/bushes, one-way traffic in the parking lot between the Business School and Maryland Hall, and smoking is not allowed within 25 feet of a building.
- **Foodservice Involvement Team (FIT):** Met in early Nov. and unfortunately only one person attended. Another FIT meeting will take place in early Dec. with managers from the dining hall. They are determining if they need to create a mini newsletter after USAC meetings to communicate to their staff.
- **Human Resources:** No report.
- **Workplace Environment Committee:** Met to review the SpiderBytes proposal that was scheduled to be discussed with University Communications on Nov. 14, but on Nov. 13 it was announced the SpiderBytes daily email digest would be returning this semester.

**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:**
Spiders Helping Spiders is a one-week giving campaign (Nov. 13–20) dedicated to helping Richmond students meet the unexpected.

Meriwether informed Council that CAPS is experiencing an increase in on-campus student activity. Their office is looking at ways to accommodate the increased activity.

*Upcoming USAC-sponsored events:*
Q&A Forum with Dr. Crutcher has been moved from Dec. 18 to Feb. 19 (time and location TBD)*
Spring faculty/staff mixer (April 22, 5:30–7 p.m.)*
*More details about these events will be announced when available.*

**Closed Session:**
The Council entered closed session at 2:55 p.m. No votes occurred.

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

Wendy Burchard adjourned the meeting at 3 p.m. The next meeting will be Tues., Dec. 11.

Respectfully submitted, Pamela Lee, Secretary/Treasurer