UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
December 11, 2018 – 1–3 p.m. – Tyler Haynes Commons, Room 305

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

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

Members Absent: Chaz Coleman, Meriwether Gilmore, Rosanne Ibanez, Austin Leach, Alison McCormick, Michael Torquato

Non-Voting Absent: Lynn Robertson

Wendy Burchard, chair, called the Council meeting to order at 1:01 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members answered the icebreaker question “What is your fondest holiday memory?”.

Well-being Initiative Update
Tom Roberts, Associate Vice President, Health & Wellness

Tom presented an update on the well-being initiative. The Health and Well-being Unit was created in 2017. This new unit includes the Student Health Center, CAPS, Health Promotion, and Campus Recreation. Housed in the new Well-being Center building will be these offices as well as a café, lounge, mindfulness spots, sleep pods, group room, student health center, counseling and psychological services, mind/body studio, and several meeting/multipurpose rooms. The Well-being Center’s groundbreaking will be in the spring 2019 and the building is slated to open in fall 2020.

A website is being finalized and will launch in early 2019 with updates on well-being initiatives and the building’s progress.

Sustainability Strategic Plan Update, Rob Andrejewski, Director of Sustainability

Rob presented an update on the Sustainability plan’s draft. While still a draft, the plan’s purpose is to further weave responsible environmental stewardship into the fabric of the University. UR began recycling efforts in 1991. We need to decrease the amount of waste we create while also diverting what we can into sustainable measures. UR will be carbon neutral by 2050. Strong targets are set for 2020 on how we can accomplish this goal. The plan began in Feb. 2018 with a goal to be implemented in early spring 2019 semester. During the fall semester goals, strategies, and actions have been presented on campus through road shows and town halls. As a result, four goals, 27 strategies, and 101 actions were developed.

Draft Goals:
- #1: Integrate sustainability into a UR education.
- #2: Increase understanding of sustainability issues and provide resources and opportunities for individuals and groups to enact sustainable behaviors on campus.
- #3: Implement sustainable practices in campus services and operations that steward the natural world and support human health and well-being.
- #4: Identify and activate organizational systems, resources, partnerships, and processes that weave sustainability into the fabric of the University.
Visit Richmond.edu/sustainabilityplan to learn more and to provide your feedback for the next level of integration of the plan.

**USAC-sponsored Forum with Dr. Crutcher on Feb. 19, Wendy Burchard**
Council discussed potential topics for Feb. 19 event. Wendy has requested to speak to Dr. Crutcher and cabinet about any topics they’d like to discuss. At this point, she’s waiting to hear back. Council will re-solicit their constituents for ideas on topics, requesting feedback no later than Jan. 4.

USAC will discuss again at the Jan. 8 monthly meeting and at that time will develop a USAC ad-hoc subcommittee to organize this event’s topics.

**Budget Update, Pamela Lee**
Spent YTD: $617
Going-away gift for Brittany Schaal, promotional swag (coasters), and refreshments for December USAC meeting

Balance: $5,257
Expected expenses: simplyvoting.com ($350), USAC-sponsored events/forums (TBD), and end-of-year celebration (TBD)

**Committees and Liaisons Updates, Wendy Burchard**
- **Communications Committee**: USAC website updates have been completed. Continually making updates to Facebook to increase participation.
- **Elections Committee**: Discussed during closed session.
- **Volunteer & Engagement Coordinators**: Thanks to Travis, Melody, and Wendy for staffing the donation tables at Winter Celebration on Dec. 7!
- **Faculty Liaisons**: Todd provided some faculty senate updates. Please visit facultysenate.richmond.edu to read their meeting minutes.
- **Plant Involvement Team (PIT)**: No report since Michael was absent due to snow duties.
- **Foodservice Involvement Team (FIT)**: Alison and Lisa met with Paul to discuss how PIT works and how that could translate to FIT to improve communications in foodservice.
- **Human Resources**: Open enrollment completed in November. Continuing performance management committee work to develop a potential model for moving forward. Career framework is moving along too … more info to come when available!
- **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. A few open web submissions from past meetings have also been addressed. Please refer to the Dec. meeting minutes for these updates.

**Announcements:**
- Thanks to all who attended the “Oh Snap!” Gingerbread Extravaganza Winter Celebration on Fri., Dec. 7!!
- Thank you Facilities, Dining, and Library who worked through storm Diego!
- Winter break is Dec. 24–Jan. 1!!

**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.*
Closed Session:
The Council entered closed session at 2:50 p.m. No votes occurred.

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

Wendy Burchard adjourned the meeting at 3:05 p.m. The next meeting will be Tues., Jan. 8.

Respectfully submitted, Pamela Lee, Secretary/Treasurer