UNIVERSITY STAFF ADVISORY COUNCIL
MEETING MINUTES
April 10, 2018 – 1-3 p.m. – Tyler Haynes Commons, Room 305

Members Present: Lisa Bayard, Shannon Best, Jason Cope, Mika Elovaara, Dustin Engels, Amy Gallagher, Beth Ann Howard, Pam Lee, Paul Lozo, Emily Martin, Julie Neville, Meg Pevarski, Rick Richardson, Brittany Schaal, Tara Stewart, Cassandra Taylor-Anderson, Joseph Woodford

Non-Voting Attendees: Barry Lawson, Matt Barany, Carl Sorensen

Members Absent: Wendy Burchard, Austin Leach, Heather Sadowski

Non-Voting Absent: Lynn Robertson

Brittany Schaal, Chair, called the Council meeting to order at 1:00 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members went around and answered the question: “What part of your current job is your favorite?”

UR Downtown Vision, Kim Dean-Anderson, Associate Director, Community Relationships and UR Downtown:

Kim presented on how the UR Downtown vision coincides with the larger CCE strategic planning process that started two years ago. The vision process has included a strategic council with varied representation from the University as well as information gathering from over 600 stakeholders. A draft of the UR Downtown mission, values and purpose statement were shared, as well as the draft of the long-term vision. The pillars of the plan including, Learn in the City, Create in the City, Connect with the City, were presented.

Sustainability Strategic Plan, Rob Andrejewski, Director of Sustainability:

Rob presented on the University Sustainability programs. He presented the progress that the University has made in minimizing greenhouse gas emission since 2008. Efforts including the solar panels on the Weinstein Center of Recreation and Wellness, the Rethink Waste program, and the eco-corridor and stream restoration efforts were highlighted. Smaller programs such as the bees on campus, bike program, and various campus engagement events were also discussed.

The sustainability plan seeks to align with the University Strategic Plan to build from our strengths so we can transform the University to support the creation of a sustainable campus environment. The office has established committees for strategic planning, advisory planning, and building awareness.

A survey will be coming out to the community in the next week. Campus is also welcome to share their ideas at sustainability@richmond.edu. Opportunities to join a working group will be
available this summer. The office is always welcome to come to a department meeting or other meeting. Reach out to the Office of Sustainability to schedule.

**P&P Process for Immediate Vacancy, Elections Committee:**

Beth Ann Howard moved for the council to vote for either option 1 or option 2 to fill an immediate vacancy on P&P. Option 1 being that the USAC committee will solicit new nominations and vote, as presented at the March meeting. Option 2 being that the runner-up in the election would be offered the seat. The motion was seconded. The motion failed to pass with majority vote for either option. The motion was seconded. Option 1 passed with a majority vote.

**Budget Update, Amy Gallagher:**

**Committee and Liaison Updates:**
- Communications, Meg Pevarski: Pick up posters from Meg for USAC to post in your areas.
- Elections, Pam Lee: Voting for USAC seats opened today and will be open until May 1.
- Volunteer & Engagement, Tara Stewart: No report.
- Faculty Liaison, Shannon Best: Faculty Staff mixer is Thursday 5-7pm. We have 104 people registered, registration is closed but all are welcome. Canned goods are welcome for donation.
- PIT, Rick Richardson: No report.
- FIT, Lisa Bayard: No report.
- HR, Carl Sorensen: No report.

**Web Submissions, Paul Lozo:**
Web Submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online.

**Question** – Business School seat on USAC.

**Question** – Campus navigation and maps.

**New Business:**
The Elections Committee received one accepted nomination per open position. USAC has elected the following individuals to the Executive Board for 2018-2019:
- Chair: Wendy Burchard
- Vice Chair: Meg Pevarski
- Secretary/Treasurer: Pam Lee

**Announcements:**
Now that we have new officers we will start officer transitions for next year.
Brittany has asked the appropriate members for year-end summaries of work done this year.

**Closed Session:**

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The council entered closed session at 2:19 p.m.

No votes occurred.

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

Brittany Schaal adjourned the meeting at 2:54 p.m.

Respectfully submitted, Amy Gallagher, Secretary/Treasurer