

**UNIVERSITY STAFF ADVISORY COUNCIL  
MEETING MINUTES**

August 8, 2017 – 1-3 p.m. – Tyler Haynes Commons, Room 305

**Members Present:** Lisa Bayard, Stephanie Bernthal, Shannon Best, Wendy Burchard, Jason Cope, Mika Elovaara, Dustin Engels, Amy Gallagher, Beth Ann Howard, Austin Leach, Pam Lee, Paul Lozo, Emily Martin, Brittany Schaal, Tara Stewart, Joseph Woodford, Meg Pevarski, Rick Richardson, Heather Sadowski

**Non-Voting Attendees:** Kirsten McKinney, Carl Sorensen

**Members Absent:** Brittany Schaal, Julie Neville

**Non-Voting Absent:** Lynn Robertson

Paul Lozo, Chair pro tempore, called the Council meeting to order at 1:03 p.m.

Minutes were approved electronically via the listserv and posted online.

Council members went around and answered the question of what the busiest time of year is for them in their area of campus.

**GRTC Route Update, Carrie Rose Pace, GRTC, Natalia Green, Director of Parking Services:** Carrie Rose gave an update regarding the GRTC Pulse and changes to the bus routes. There is no set date for the opening of the Pulse but the goal is by the end of this year or early 2018. The day the Pulse turns on the bus routes will change over as well. This change will happen on a Sunday and will be communicated by GRTC. A GRTC bus route will still come through campus on weekdays and to Libbie/Grove seven days a week. For more information you can visit [ridegrtc.com](http://ridegrtc.com) or call 358-GRTC(4782)

Once the routes for GRTC are solidified, the Daily Connector and UR Downtown busses and shuttles will be adjusted to provide service to Pulse and other areas currently served.

**Elections Process Update, Beth Ann Howard, Paul Brockwell, Kirsten McKinney:** Paul, Beth Ann and Kirsten reviewed elections process document. Edits were distributed to the council and guests. This document is free standing, not a part of USAC bylaws. They updated the document to reflect current practices and nomenclature and added language previously approved last year for election by majority. The timeline for elections was also adjusted to increase voter participation.

Paul Lozo moved to accept changes as presented. The motion was seconded. The motion passed with unanimous affirmative vote.

**Budget Update, Amy Gallagher:** The budget was used to purchase nametags for new council members.

**Committee and Liason Updates:**

- Communications, *Meg Pevarski*: No updates.
- Elections, *Pam Lee*: No updates
- Volunteer & Engagement, *Tara Stewart*: No update. We need to purchase more USAC promotional items.
- Faculty Liaison, *Shannon Best*: No updates. Meeting with Brittany soon to discuss goals.
- PIT, *Rick Richardson*: Contractors use of campus trash and recycle was discussed. Facilities is currently working on a plan to centralize trash and recycling behind the physical plant in hopes of relieving overfilling. Recycling containers around campus are being updated.
- FIT, *Joseph Woodford*: Working on getting FIT off of the ground. The next meeting is in the upcoming weeks.

**Web Submissions, *Paul Lozo*:**

Web Submissions were reviewed and discussed. Web submissions and full answers are posted as a separate document online.

- *Custodial Services placement process*
- *SpringFest kudos*
- *Retirement savings and short term disability*
- *Staff email address and retirement*

**Being an Effective Committee Member, *Joanne Even, Adjunct Faculty in Executive Education.***

Joanne discussed with the council what it means to be a part of a committee and how to contribute to a group effectively. She provided tools and information for council members to identify their role within a group and own their strengths in that role.

**Announcements:**

- Women's soccer opening weekend is August 18-20. Game times are 7pm and 1pm. Free to attend. Come support our women's soccer team!
- All faculty and staff are invited to Colloquy on August 23<sup>rd</sup> at 3 p.m. in the Alice Jepson Theatre in the Modlin Center for the Arts. A reception will immediately follow.
- University Communications has temporarily relocated to Robins Stadium while renovations are occurring in Puryear Hall.

**Closed Session:**

The council entered closed session at 2:53 p.m. No actions or votes were taken.

Paul Lozo adjourned the meeting at 3:07 p.m.

Respectfully submitted, Amy Gallagher, Secretary/Treasurer