Members Present: Matt Barany, Patrick Benner, Karen Berry, Paul Brockwell, Charm Bullard, Stephanie Charles, Gina Flanagan, John Hurst, Iria Jones, Jackson Knox, Ingrid Lasrado, Tim Meacham, Barb Michelson, Andi Minor, Nancy Propst, Sonia Phung, Cindy Sharp, Kate Sirc, Kelly Sprouse, Bianca Spurlock, Cindy Stearns, Harold Wainwright, Abby Ward

Non-Voting Attendees: Audrey Coulburn (on behalf of Carl Sorensen), Molly Field, Crystal Hoyt, Roger Mancastroppa, Cynthia Price, Elizabeth Schlatter, Maya Vincelli

Members Absent: Cynthia McMillan

Paul Brockwell called the meeting to order at 1:05 p.m.

Announcements
- Tom Parfitt and Marcus Thomas have stepped down from USAC. John Zinn will fill Tom’s final year. Kirsten McKinney will fill Marcus’s two year term.
- A Big Thank You to everyone that has volunteered this year with the Busch Gardens tabling and HR onboarding
- Reminder of the school supply drive going on August 11-15; Items can be dropped off at Puryear Hall
- Further clarification from David Hale and Carl Sorensen with regards to web submission last year on Domestic partner benefits. It will be a thoughtful process and there is no rush to make a decision. Looking into forming a University-wide Benefits committee
- Most committee assignments have gone out to USAC members

Planning & Priorities selection
- Five staff members that were nominated, accepted the candidacy for the spot on Planning and Priorities Committee.
- Runoff election was held between the top two vote-getters.
- Roger Mancastroppa was elected to fill the vacant staff position on the committee

By-Laws Presentation
- Tim Meacham and Roger Mancastroppa presented a review of the USAC by-laws to the committee. Tim reviewed the amendments that were passed last year.

UCI World Cycling Presentation (Cynthia Price)
- The main event will be Sunday, September 27th and is a huge opportunity to show off the University of Richmond to the world
U of R will be celebrating Spirit Week Sept. 20-27 with events every day that are related to the bike race

Kickoff event is a 5k bike ride Sunday, Sept 20 at 9am on campus. President Crutcher will lead the ride. It is open to faculty, staff, students, and community members

Continue to check the www.Richmond.edu/richmond2015 for updates on the events the rest of that week; including a Pep Rally at Dhall, Cycle Craze classes, Bike safety, etc.

Volunteers will be needed to help corral people into the appropriate spaces; continue to check the website for registration form

Campus will probably shut down that morning around 7 or 7:30 am

2015-2016 One Book, One Richmond Selection (Molly Field)

Selection this year is “Just Mercy” by Bryan Stevenson
There are 5 hard copies available in the Boatwright library, along with 3 ebook versions for check-out and 2 audio recording copies
The author will be coming February 29 to Camp Concert Hall at 6pm
The first event will be the third week in September on the death penalty

HR Supervisor Training Pilot Program (Audrey Coulbourn)
First pilot group of about 25 supervisors will go through a two day program Sept 23 & 24.
Partnership with the Robins School of Business’s Executive Education
Official launch in November and request all supervisors go through the two day training in the next 12-18 months.
It will not cover student employee supervisors at this time

Women in Leadership Reading Group (Elizabeth Schlatter and Crystal Hoyt)
Open to all faculty and staff
Meet 3 times each semester at 7:30am
First meeting is Thursday, September 10 in the Westhampton Living Room
https://usac.richmond.edu/affinity-groups/reading-group.html

Web Submissions & Responses
1. Date Submitted: July 20, 2015

Web Sub: I'd like to see the university do more with sustainability. We have a beautiful campus, that has amazing care from our facilities team, but that care comes at a pretty large expense of clean water. If we had some cisterns or other type of rain collection to water some of these plants on campus, we would have a sustainable way of harvesting rain water that helps keep our campus beautiful. We have had so much rain lately, it is easy to take it for granted, but that run off still affects us. I would also like us to consider green roof systems on new buildings and even consider green parking lots, like the porous parking lots at the science
museum. Of course, would love to see solar panels on every building, and i would love to see the university use its buying power to make some of these new technologies more accessible to staff in their homes. As staff people, i think it is up to us to bring these concerns to the administration, and weigh the looks of the campus in addition to how sustainable we are behaving. We are known as leaders and innovators at UR, lets really do that on every level.

Response: To answer this web sub, USAC reached out to Rob Andrejewski, Director of Sustainability and Andrew McBride, Assistant Vice President for University Facilities and Support Services.

In regards to the water aspect of the question, currently the University's water conservation efforts go back many years. With each year, the technology continues to improve and innovations are adopted as they apply to the intended use. Through the use of Westhampton Lake and other innovative ideas, we have been able to amplify our water conservation projects.

Notable water-conservation initiatives include:

- Low-flow shower heads and sink aerators.
- Installing pint-flush urinals and dual-flush toilets and flush valves that use less water with each use.
- Equipping student laundry rooms with new, energy-efficient washers that have reduced our water usage by 1 million gallons per year.
- Installing Energy Star-rated ice machines that use 10% less water.
- Adopting an active Water Quality Management Plan to improve the quality of Westhampton Lake. This plan includes annual dredging, quality monitoring, and integrated fertilization.
- Landscaping at several LEED buildings is selected to be drought tolerant and not require watering after the first year. (Andrew McBride added that landscaping around all new buildings built since 2003 do not have irrigation. All plants are native or adaptive and are only hand waters to get them established the first year).
- Irrigating the baseball field with water from Westhampton Lake instead of using treated water.

For more information on water conservation at Richmond, contact University Engineer George Souleret at gsoulere@richmond.edu or (804) 289-8604.

In regards to the second part of the question and green roof systems. At this time the University is installing a 204 kW photovoltaic array this fall on the roof of Weinstein Rec & Wellness. The University has investigated green roofs in the past, but there are only a few opportunities since there are only a few flat roofs on campus; unfortunately, the cost was beyond our budget. Green parking has also been evaluated, but was not pursued for both cost and maintainability.
The University is working hard to meet the goal of climate neutrality by 2050 and show a 30% reduction by 2020. As such, they are needing to focus our limited resources on technologies that will have the biggest impact.

For additional information, it is recommended that interested parties refer to the 2011 Campus Master Plan.

Final notes, at this time there is an ad hoc group of staff who are helping the Director of Sustainability with sustainability efforts. Additionally they have volunteered to pilot a peer education group. It is that Departments hope that they will open it to folks in the spring once they have a better understanding of what will be most effective and draw the most interest.

USAC has reached out to this Department to see if they would be interested in partnering and considering this peer education group as a potential Affinity Group for the University. At this time USAC has created an Affinity Group Assessment and Planning Committee to assess current affinity groups and make recommendations for a fifth affinity group.

*It was suggested at the USAC meeting to ask the Sustainability Office to communicate their events with USAC so we may communicate these events to our constituents.

2. **Date Submitted:** July 30, 2015

**Web Sub:** I am dismayed each year when busch garden tickets are given out and everyone in our office starts sending emails out about not using their tickets and they are "free" to the first caller. The announcement each year for the event states that the tickets are not to be given to anyone else and only used by the employees. I bought extra tickets to bring additional family with me. Had I waited until today I would have been able to garner enough tickets to bring a large group. I have no idea how this can be monitored or how people can be made to follow the rules. I'm sure the events office is very aware of this already.

**Response:** This web sub has been brought to the attention of Human Resources and Events, Conferences and Support Services. Both are looking into it and possible solutions. Side note, all communications regarding Busch Gardens do specify that “selling or dispersing of these tickets is prohibited”.

*It was noted at the meeting that employees are to return tickets to the Events office if they are not going to be used.

3. **Date Submitted:** August 4, 2015

**Web Sub:** Hello, I will like to know why did they take away freshens in the commons? There is no place on campus to get soft serve ice cream other than etc.
and that is on a stick or ice cream sandwich. I will like to know can we get Sweet-Frog or something where soft serve ice cream will be serve. Please inform. Thank you

**Response:** This web sub was brought to the attention of the Director of Retail Operations for campus who responded….the move to close Freshens was multifaceted. During the campus master plan most recently conducted, it was determined that the university has more retail units than needed and the retail operations in the Commons are in need of concept refreshing. As a start, the most popular items from Freshens (smoothies) have been incorporated into Tyler’s Grill. This expands both the hours that they are available and the variety that can be produced. Gelato is available at Passport Café, while hand dipped, soft serve and novelties are available at HDC, cartons, novelties and milk shakes are available at ETC.

*It was strongly encouraged at the USAC meeting that employees fill out the survey that comes out every November from the Retail Operations with regards to the options given at the eating establishments on campus. Retail Operations uses this survey to plan for the upcoming year.*

**New Business**
- Planning Open Forum for September

Hearing no other announcements, Paul adjourned the meeting at 3:05 p.m.

**Respectfully Submitted,**
Nancy Propst, USAC Secretary