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<b>MEMBERS</b>	d Gregory (Co-Chair), K McNutt (Co-Chair), B Butz (Resource), D Cherwaty, J Crivea, J Dale, R Konecni, N Paskewitz, R Petry, P Singh ( <i>URSU rep for H Tait</i> ), N Tajik ( <i>PACS student support</i> ); S Young
<b>GUESTS</b>	S Bhat, <i>Research and Development Consultant</i> ; C Reyda, <i>Facilities Management</i> , Yaya Siggins, <i>UR International</i> ; B Waytuck, <i>University Library</i>
<b>REGRETS</b>	E Limacher, ( <i>University Advancement &amp; Communications</i> ); J Lewgood ( <i>GSA rep</i> ); N Middlemiss, <i>URSU Operations Manager</i> ; J Raymond, <i>Student Affairs</i>

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**1. Welcome and call to order. Receipt of agenda and April 15, 2021 meeting notes.**

The Co-Chairs welcomed everyone and called the meeting to order. Agenda and meeting notes from April 15, 2021 received without emendation.

**OPERATIONS AND OTHER ISSUES**

**2. Welcome new URSU and URGSA representatives**

The new URSU Representative is Hannah Tait, URSU President. H Tait could not attend the meeting today so Pawanpreet Singh, VP External Affairs, attended on her behalf. The new URGSA representative is Jessica Lewgood, URGSA VP External Relations, but J Lewgood could not attend today's meeting.

**3. Follow-up on April 15 meeting: Student survey update and town hall feedback.**

Though H Tait could not attend the meeting, she provided PACS an update via email. The student survey went live May 4 and will close on June 1. H Tait also provided the transcript of the Town Hall but B Butz advised that it was quite lengthy. N Tajik has offered to go through the transcript and pull out the key points, summarizing them and providing them to PACS.

**4. Thematic Working Group volunteer numbers**

N Tajik provided PACS volunteer numbers and noted that the group with the most volunteers has six and two groups have the least with three volunteers. Given the current numbers, PACS agreed to send another reminder out and to extend the volunteer deadline to end of day Monday, May 17. B Butz will work with Communications to get this email out to our campus community and to our students. To assist PACS in determining who to reach out to, B Butz will send PACS the volunteer list as of today, May 13. An updated version of the volunteer list will be sent to PACS on May 18.

**5. May 19 Thematic Working Group meeting: discuss agenda items/topics and key elements to address**

PACS discussed the agenda for the May 19 volunteer meeting and decided on the following agenda structure: Welcome; Overview of past accomplishments (linking the Final Report to the agenda); Introduce the 2021-2026 Sustainability Action Plan (action plan vs strategic plan, expectations and outcomes, student survey and town hall); Introduce each thematic working group (2-3 minutes maximum); review the framework and questions; discuss next steps.

Two lead/co-leads are unavailable to attend the May 19, meeting (Transportation and Engagement & Communication) and will provide their introductions to the Co-Chairs who will introduce them on their behalf. In order to create the flow of the meeting, the Co-Chairs and S Bhat will meet to create the 'script' of the meeting. The Co-Chairs have asked each lead/co-lead to prepare their introductions for the meeting next week.

B Butz advised PACS that N Tajik will send all volunteers and leads/co-leads the agenda and zoom information on Tuesday, May 18. This meeting will be recorded and the recording will be made available via the webpage. Each lead/co-lead will be sent the list of volunteers and it is expected that the leads/co-leads assume contact responsibility.

#### **6. PACS meetings: June-August 2021**

B Butz advised PACS that the next meeting is June 17, with no further meetings planned until September 2021. In order to adhere to the tentative timelines and to meet a Fall launch, B Butz asked PACS about meeting over the summer. Co-Chair Gregory noted that summer meetings will be difficult and not ideal, given vacation schedules. Oppose to PACS hearing from each individual working group lead/co-lead, PACS agreed to submit all short, medium, and longer-term goals, outcomes and actions in one full package. To do this, N Paskewitz has agreed to create this form and align it with the framework and questions he was a part of creating.

#### **7. Round-table**

Owing to a lack of time, no round-table discussion took place.

#### **Actions to be completed by June 17:**

**Action Plan Form Update:** N Paskewitz to provide an update on the creation of the form that will consistency collate the information coming from each thematic working group.

#### **8. ADJOURNMENT at 4:15 PM**

**NEXT MEETING: JUNE 17, 2021 10:15 – 11:15 AM (ZOOM)**

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