

## Minutes – May 21, 2019 9-10:30am, Topp Room Provost Council

<b>MEMBERS</b>	Sue Opp, Graham Benton, Don Maier, Kevin Mandernack, Francelina Neto, Michele Van Hoeck, Julia Odom, Priscilla Muha, Marc McGee, Katie Hansen, Mike Kazek, Gary Moser, Veronica Boe, Matt Tener, Dinesh Pinisetty, Sam Pecota, Rhonda Pate
<b>GUESTS</b>	Jessica McGinley
<b>ABSENT</b>	Sam Pecota, Michele Van Hoeck, Marc McGee, Don Maier, Priscilla Muha, Matt Tener

<b>1. Approve Minutes from May 7, 2019</b>	
	APPROVED
<b>2. Energy &amp; Sustainability (Sheikh Nayeem)</b>	

Goal for Academic Affairs: Integrate sustainability into curriculum  
 Various topics: water/energy/waste & e-waste/transportation management, Climate Action Plan  
 Partnered w/ the City of Vallejo  
 Example of a student project: Water Management Plan

- Special fixtures on all faucets to limit water waste
- Students & Faculty participants were on the Sustainability Committee (Ryan Storz, Larry

#### 4. Managing Up (Opp)

##### **Do Your Homework**

- Be prepared for questions
- Do research (go in w/ data & knowledge)
- Know the history/background

##### **Plant the Seed**

- Nobody wants to be the last to know
- Remove the shock when making the ask

##### **Bring Solutions/Not Problems**

- Ideas towards a solution
- Provide various options
- Don't transfer the monkey to someone else's back

##### **Make it Easy to Say "Yes"**

- Suggestions, Recommendations, Solutions
- Support the Pros, Defend the Cons