

Minutes
sustainability group
Thursday, July 29, 2004 • 2:00 – 3:30 pm • Building 16, Room 211

Attendees:

Dianne Burns, Student and Facilities Management & Planning
Carolyn Cruz, Computer Services
Jennifer Hayward, College Operations
Marie Matsen, College Operations
Bonnie Phipps, Foundation
Margaret Robertson, Advanced Technology
Kate Skelton, Student and Facilities Management & Planning
Stan Taylor, Social Science
Rick Venturi, Specialized Employment Services
Bob Walen, Specialized Employment Services
Greg Winslow, Foodservices

Minutes:

1. Introductions

Attendees introduced themselves.

2. Indicators

Hayward reviewed the energy and water indicator data that was prepared by Robin Geyer. Geyer's report is attached. Members discussed which indicators would best represent energy and water use at Lane and agreed that we would track two indicators for each resource. The indicators are energy (or water) use per total FTE (staff and students) and energy (or water) use per building square foot. Matsen noted that the Association of Higher Education Facilities Officers (APPA) has comparator data for energy use per square foot for community colleges.

Skelton reviewed the landscaping indicator data describing how pesticide use has dramatically decreased over the last four years. In 2003/2004, 98% of landscape maintenance is done manually, 1% is done by burning weeds in cracks in concrete, and a final 1% is done with Round up. Skelton's report is attached.

Hayward briefly reported on the Recycling rate indicators, which will be completed by the next meeting.

Robertson briefly reported on the Transportation indicators. She will provide a full report at the next meeting. The preliminary baseline data is attached.

Phipps noted that all data should be footnoted and Taylor noted that all documents should be dated. Matsen noted that the indicator reports should be put on the webpage. Matsen also requested that reports include an analysis of how we are doing and what we should do to improve.

Members discussed the format in which the 2003/2004 indicators should be presented and agreed on the following format.

- Indicator reports should be organized but not “finished.” The group set a goal of producing a finished report of the 2004/2005 indicators.
- Indicators will be placed on internet and be in a three ring binder in Jennifer’s office.
- All indicator reports will be footnoted and dated.

Phipps recommended that we use a template for indicator reports. Winslow will e-mail Hayward a project tracker spreadsheet that is used in Foodservices that we may use as a template. Hayward, Matsen, and Robertson will draft a template to propose at the next meeting.

Members will continue working on indicator reports as agreed during the 7/15/04 meeting. A list of indicators to be developed and the groups who volunteered to work on the indicators is attached.

3. Reports on activities/tasks for the summer

Webpage

Hayward reported that a preliminary sustainability webpage has been put up that includes meeting minutes and links to helpful sustainability websites. Matsen will forward Hayward additional links to add to the site. Cruz offered to help with the website.

Grants

Phipps reported that Grants Coordinator, Lori Steger, provided her with a very comprehensive list of potential organizations from which Lane’s sustainability program could apply for grants. Phipps explained that Steger advised that the group come up with three projects for which we would like to seek grant funding and then begin contacting the most appropriate agencies from her list. Hayward will review the list and hold it for when we have prepared a list of projects.

Matsen reported that she set up a Foundation account for sustainability. Skelton proposed using the money to hire student interns. At the next meeting, we will discuss how to use the Foundation account in more detail. Hayward will put information about the fund on the website.

Green lunches

Hayward reported that she scheduled a green bag lunch about composting for Wednesday, August 11 from noon to 1pm. Anne Donahue, the City of Eugene Composting Specialist, is scheduled to be there and will present information about composting at home. Hayward plans to schedule to move the Earth Tub composter to the lunch area to provide a visual and show people how it works and what we are doing with it on campus. [NOTE: Event will be held on east side of Center, near composter, and composter will not be moved. This way people can actually see it operating.] Members suggested giving away free compost, publicizing the lunch in the Daily, asking Tracy Sims to publicize on the web, place signs in Building 1 (Students’ First) and Center

(cafeteria), asking faculty to announce in classes, and asking Moriah Demers (ASLCC Senator) if she can help get the word out to students.

Matsen and Dumbleton will work on coordinating a green bag lunch about native landscaping. Skelton noted that she is working on a pamphlet about native landscaping on campus that can be distributed at the lunch.

Educational/promotional activities for fall

Matsen reported Geyer has reserved a table for the sustainability group for the first week of fall term. Matsen reviewed give-aways and promotional items that Geyer suggested including brochures, reusable coffee cups, reusable plates and utensils.

4. Green office specifications

Hayward distributed draft green office specifications. These specifications are intended to provide guidelines for remodeling offices for staff with particular allergies or chemical sensitivities. Members will review the specifications and provide Hayward with comments.

5. Next meeting

The next meeting will be Thursday, August 12 from 2:00 to 3:30 pm. Agenda items will include:

- reports on indicator data
 - analysis of an indicator
- green lunch evaluation
- activities for fall
 - list of current projects
 - fact sheets
 - brochures
- summary of input on green offices
- Foundation account

Attachments (4): Energy and water indicator report
 Landscaping indicator report
 Transportation preliminary indicator report
 Indicator Groups

Minutes prepared by: Jennifer Hayward
Reviewed by: Margaret Robertson
Date: 8/5/04

Action Items
sustainability group
Thursday, July 29, 2004 • 2:00 – 3:30 pm • Building 16, Room 211

Indicators

- Winslow to e-mail Hayward a project tracker spreadsheet that is used in Foodservices that we may use as an indicator report template.
- Hayward, Matsen, and Robertson to draft a template to propose at the next meeting.
- Members to continue working on developing indicator data as agreed during the 7/15/04 meeting. See “Indicators” attachment.

Webpage

- Matsen to forward Hayward links to add to the sustainability webpage.
- Hayward and Cruz to work together on improving the site.

Grants

- Hayward to put information about the Foundation sustainability account on the webpage.

Green bag lunches

- Hayward to schedule for trades to move composter to Bristow Square. [NOTE: Event will be held on east side of Center, near composter, and composter will not be moved. This way people can actually see it operating.]
- Burns and Hayward to obtain reused containers and bags in which free compost could be given away.
- Hayward to submit announcement to the Daily.
- Hayward to ask Tracy Sims to publicize on the web.
- Hayward to place signs in Building 1 (Students’ First) and Center (cafeteria) to advertise the event to students.
- Hayward to determine whether there are any appropriate classes going on this summer in which the event could be announced.
- Hayward to ask Demers if she can help get the word out to students.
- Matsen and Dumbleton to work on coordinating a green bag lunch about native landscaping.

Green office specifications

- Members to review and provide Hayward with comments.