

**Minutes**  
**Sustainability Group**  
**Thursday, November 6, 2008 • 2:30 – 4:00 pm • Building 16, Room 211**

**Attendees:**

Geo Bitgood, Student/Sustainability Office  
Jennifer Hayward, Sustainability Office  
Anna Scott, Sustainability Office  
Dave Willis, Facilities Management and Planning  
Ben, OSPIRG

**Minutes:**

**1. Reports**

**Recycling:** Jennifer reported that a new and expanded recycling center to be built between Buildings 9 & 10 is included as one of the bond projects. The new center will allow recycling to consolidate a variety of work sites, gain efficiencies in work practices from not having to move things so many times, and recycle more materials.

**ACUPCC:** Jennifer reviewed the comprehensive greenhouse gas emissions inventory that the Sustainability Office just finished. She reported that daily student and employee commuting to the college is by far the biggest emission source. She also noted that she had to make a lot of assumptions when making the commuting emissions calculations, so the margin of error is large, as well. Jennifer will be pulling together an ACUPCC team to begin drafting a plan for becoming carbon neutral soon. She will also be working on developing processes to streamline the GHG inventory and making it more accurate for the future. One attendee suggested setting up a reporting form that people can log into and add emissions as they are collecting information about them throughout the year.

**2. Logo (Branding of Lane's Institute for Sustainable Practices)**

Attendees reviewed the draft logo for Lane's Institute for Sustainable Practices. Jennifer reviewed that the Institute is where Lane plans to house all of its sustainability functions (operations, instruction, workforce training, small business development, community outreach, etc). It will be an easily recognizable umbrella organization with a website, but not necessarily with a physical location. It will give Lane's sustainability function a brand that will help promote our offerings to students, media, the public, donors, and others.

Comments from attendees on the draft logo include the logo:

- should make a statement
- should have some sort of visual connection to Lane Community College
- should have meaning
- is too abstract
- is too passive
- should be bolder/have defined outlines

Since so few people were able to attend this meeting, the committee will review and discuss one more time. Then Jennifer will collate the feedback and provide it to Funk/Levis.

**3. Work on Final Sustainability Group Charter**

Again, the few people at the meeting didn't feel comfortable finalizing the charter. The committee will review and finalize it at the next meeting.

**4. Discuss Project Priorities**

**Green Purchasing:** Attendees discussed options for green purchasing including policies, procedures, website, and training. Geo noted that small changes to existing things can make a big difference. Geo and Ben mentioned the huge impact the college could make by integrating green purchasing practices into the Bond. Committee members will discuss green purchasing options with Lane's purchasing coordinator, Bob Baldwin, at the next meeting.

**Green Offices:** Jennifer asked committee members to send her ideas of things that should be included in a green office. She will compile a list of green office features that the committee can review and finalize. Attendees discussed whether the green office initiative should be a competition or just something that departments are encouraged to implement. Attendees generally agreed that a competition would be more effective. Competition awards mentioned were lunch at Ren Room, food, party, and bookstore gift certificate. Attendees discussed whether awards would be based on self-reporting or on some sort of measurement (like electrical submetering or garbage amounts). Attendees generally agreed that it would be best to keep it simple and stick with self-reporting.

#### **5. Other business/announcements**

Geo asked if a future agenda item could be developing and implementing a sustainability pledge for students and employees. Jennifer noted that she is familiar with such pledges at other colleges. Jennifer will put this on a future agenda and bring sample pledges from other schools.

**Minutes prepared by:** Jennifer Hayward; Date: 12/4/08