

**Minutes**  
**Sustainability Group**  
**Thursday, February 12, 2009 • 3:00 – 4:00 pm • Building 16, Room 211**

**Attendees:**

Jennifer Hayward, Sustainability Office  
Brian Kelly, Conference & Culinary Services  
Pamela McGilvray, Disability Services  
Anna Scott, Sustainability Office  
Mike Sims, Sustainability Office  
Gloria Vanderhorst, Budget Office

**Minutes:**

**1. Green Purchasing**

*Green Challenge:* Members reviewed the “Green Challenge.” This is a proposal that was prepared by AVP for Finance, Greg Morgan, whereby departments would commit to:

- Using multifunction printers/copiers for large print jobs
- Electronic distribution/storage/review whenever possible
- Eliminating higher cost desktop printing
- Printing and copying double-sided.

Upon making this commitment, departments will be eligible for a new multifunction printer/copier/scanner whereas departments who don’t make the commitment will get older equipment.

The Sustainability Committee supported this proposal with minor suggested changes. Jennifer will let Greg know about this decision.

*ENERGY STAR Purchasing Policy/Procedure:* Jennifer reported that the change to the energy conservation policy that the Sustainability Committee had approved regarding a requirement to purchase Energy Star products has been approved by the Facilities Council. The policy next went to the College Council. The College Council posed some concerns about the policy change. They asked Jennifer & Anna to especially review and obtain comments from the college’s IT and purchasing staff. Jennifer and Anna met with Lane’s Purchasing Coordinator, Bob Baldwin. Bob indicated several concerns with the policy, including:

- Concern about staff being subjected to disciplinary action for not following the policy. Can we change the shall to a should?
- Concern about the implementation method. Will this policy create more work for the purchasing office and for department purchasers?
- Are key staff on board with this including Peer to Peer and IT?

In response to the meeting with Bob, Jennifer determined that it is acceptable to the American College and University Climate Commitment to soften the policy language from a “shall” to a “should.” The phrase recommended by the ACUPCC is “whenever practical.” Jennifer asked the Sustainability Committee if they would agree to a change in the policy to add the phrase “whenever practical.” So the new policy would read:

“Purchase ENERGY STAR products in all areas for which such ratings exist and which meet functional specification and requirements, whenever practical.”

The Committee accepted this policy change.

Jennifer presented a draft implementation procedure to the Committee. Attendees reviewed and suggested changes. One attendee noted that the procedure is really helpful, but people are going to want an even easier

way of determining what products are ENERGY STAR. The Committee agreed to determine a list of the most frequently purchased items that fall under ENERGY STAR categories and listing qualified products and vendors on the sustainability website. It was suggested to determine the most frequently purchased items through a survey (either via Peer-to-Peer or through Expresslane). Jennifer will ask Peer-to-Peer and other key players review the procedure prior to requesting College Council's second reading of the revised policy.

*Green Purchasing Guidelines:* Attendees began brainstorming a list of items that would be included in green purchasing guidelines. The list included:

- Paper reduction (networked duplexing printer/copier).
- Recycled toner cartridges.
- Durable products (Buying used. Surplus property. Rose room.).
- Auto subs (Office Max).

**2. Next Meeting** – Thursday, March 5, 2009, 2:00-3:30 pm (**later changed to Thursday, March 12, 2009**).

**Minutes prepared by:** Jennifer Hayward; Date: 3/11/09