

Sustainability Committee
Monday, December 2, 2013, 3:00-4:00, Building 16, Room 142
Notes

1. Welcome and Introductions:

- Darlene Colborn, Facilities Management and Planning
- Jennifer Hayward, Institute for Sustainable Practices
- Rachelle Katter, Health, PE, & Athletics
- Claudia Owen, Science
- Wendy Simmons, Wellness
- John Thompson, Science
- Toni Timmers, Social Science
- Sarah Whitney, Cooperative Education, Science, and Institute for Sustainable Practices

2. Updates and Announcements

Building 11 Sustainability Report – Jennifer announced that the design team for the recent Building 11 remodel created a very nice report on sustainability features in the project. The report can be found online at: <https://www.lanecc.edu/sustainability/green-building>.

Curriculum Committee Discussing Sustainability in Learning on 12/4/13 – Claudia reported that the Curriculum Committee invited sustainability representatives to attend their 12/4/13 meeting to discuss potential partnerships to foster sustainability in curriculum at Lane. Claudia invited attendees to stay after the Sustainability Committee meeting for a few minutes to help plan for this conversation.

Capitalism and the Climate Crisis Presentation: Jennifer reported that the Peace Center is sponsoring a presentation by journalist, David Barsamian, on capitalism and the climate crisis on Wednesday, December 4, 2013 at 1 pm in the Lane Community College Longhouse. This event is free and open to the public.

3. Winter Term Meetings – Tuesdays or Thursday Afternoons

Jennifer reminded committee members that she sent out a Doodle poll for selecting a meeting time for next term and asked attendees to complete the Doodle if they haven't already.

4. Sustainability in Employee Recruitment

Jennifer updated the committee on the work to infuse sustainability into the employee recruitment process. The Sustainability Committee created the Green Office Certification last year and the Green Office Certification gives a point to departments for including sustainability in all job postings and interviews. The Sustainability Committee decided to also work on developing resources to assist recruitment committees in developing job posting language and interview questions around sustainability. The committee drafted a list of sample job posting language and interview questions for a variety of jobs at Lane. Next, the HR recruitment team attended the Sustainability Committee meeting to discuss these ideas on June 3, 2013. At this meeting, the HR recruitment folks requested answers to the following questions to help search committees vet applicants for sustainability competencies.

- What does a sustainable office look like?
- What does a sustainable classroom look like?
- What does a sustainable manager do?
- What is the perfect sustainability employee doing?

- What are some talking points that the recruitment team can use to encourage search committees to include sustainability in their postings, paper screening tools, and interview questions?

Jennifer, Claudia, and Brian prepared answers to these questions (attached) and had a follow up meeting with the HR recruitment team on July 23, 2013. At the July 23 meeting, the HR recruitment staff indicated that they will likely not use the sample job posting language and interview questions. They suggested that Jennifer, Claudia, and Brian develop a pool of “sustainability” experts who can serve on search committees. The notes from the 7/23/13 meeting with HR are attached.

Jennifer asked attendees if they would be willing to be in a pool of people who represent sustainability on search committees. Attendees noted that HR does provide diversity language in job postings and sample diversity interview questions. Attendees recommended that the committee follow up with HR again about having the same for sustainability.

5. Reports on Projects Brainstormed from Last Time

- a. *Communications:* Jennifer reported that she and Kathy Thomas met last week to prepare a plan for written communications regarding Lane’s Climate Action Plan. Jennifer will e-mail plan that consists of a draft series of Lane Weekly announcements, Facebook and Twitter updates, and classroom announcements to the Committee for review.
- b. *Events:*
 - i. Health and Wellness Fair: Claudia, Toni, and Jennifer reported that they and Lori Lilliefors met last week to develop plans for a Sustainability Committee table at the Health and Wellness Fair that will be taking place on Wednesday, January 29. The subcommittee is proposing the theme of “Healthy Transportation Habits.” Plans for the table include:
 - Having a transportation quiz with prizes.
 - Having a pledge related to shifting to healthier transportation habits.
 - Having information about:
 - LTD’s Business Commute Challenge that takes place in May
 - Riding the bus
 - Getting a bus pass
 - Bicycling (forms for registering your bike, bike path info, etc.)
 - Walking
 - Recruiting people to participate in a bike/walk to Lane Community College day in April.
 - Having a poster on which people can write their bike’s name.

Jennifer will e-mail a volunteer sign-up sheet to the Committee. Sarah noted that she is working on recruiting students to staff a “Take Back the Tap” table at the fair.

- ii. Climate Education and Action Forum: Committee discussed having a Climate Education and Action Forum during week 7 or 8 of winter term. Jennifer noted that Paul Ruscher said that he is interested in doing a talk on debunking climate myths. Committee brainstormed the following additional ideas:
 - Provide a venue for students to share things that they are doing. Student groups may include the Green Chemistry Club, Water Conservation Technician students, and Watershed Science Technician students. This could be a poster session or a student involvement fair.

- Have blank flip charts available on which attendees can provide feedback.
- Have an action component. Ideas were:
 - Water audit
 - Letter writing session (to politicians and/or corporations).

iii. Earth Week – Transportation Education and Action: Committee discussed potential Earth Week activities including those that were already brainstormed at our last meeting:

- Bike Tune Up
- Bike Safety
- Mass Bike Ride/Demonstration
- Commute Challenge
- Auto Tune Up
- Transportation Vendor Fair
- Tree planting/swale planting

Additional ideas generated at this meeting included:

- Having a table at which people can make and decorate “Salmon Hats”
- Involving students (OSPIRG and Green Chemistry Club).
- Having an activity at the learning garden.
 - A volunteer party to plant the swale/detention pond at the learning garden.
 - Serve food (soup?) harvested from the garden and cooked by Culinary Arts students.
- Transportation Vendor Fair ideas
 - LTD
 - Sequential Biofuels
 - Bike shops
 - Electric bike manufacturer
 - Center for Appropriate Transport
 - Arcimoto
 - Bike Friday

c. *Projects:* Of the projects brainstormed during the 11/18/13 meeting, attendees decided to tackle the “21-day habit change” project first. Wendy will present information about changing habits at our next meeting. Jennifer will ask Anna Scott for 21-day habit change resources.

Sustainability in Recruitment FAQs
7/23/13

a. What does a sustainable office look like?	See Lane's Green Office Certification https://www.lanecc.edu/sustainability/green-office-program
b. What does a sustainable classroom look like? → What is an instructor who is well versed in sustainability doing?	<ul style="list-style-type: none"> • This instructor has a solid understanding of sustainability particularly from the perspective of his/her discipline. • This instructor had a focus within his/her discipline on sustainability in his/her thesis or dissertation. • This instructor has infused sustainability concepts into his or her classes at previous jobs. • Has classroom policies that support conservation (i.e. homework submitted electronically, lights turned off if daylighting is sufficient). • Resources: <ul style="list-style-type: none"> ○ The "Information for Faculty" section on Lane's Sustainability webpage: https://www.lanecc.edu/sustainability <p>**Particularly see "Sustainability Infusion Project PowerPoint" which is linked to from here: https://www.lanecc.edu/sustainability/sustainability-infusion-project .</p> <ul style="list-style-type: none"> ○ The Curriculum Resources section on the Association for the Advancement of Sustainability in Higher Education website: http://www.aashe.org/resources/curriculum-resources/ (Note: Lane is an AASHE member and all Lane employees have access to the "locked" information on the AASHE webpage. You just have to click "Create an Account" on the AASHE webpage and follow the instructions provided.) ○ <i>147 Practical Tips for Teaching Sustainability: Connecting the Environment, the Economy, and Society</i> by William M. Timpson, Brian Dunbar, Gailmarie Kimball, Brett Bruyere, Peter Newman, and Hillary Mizia.
c. What does a "sustainable" manager do?	<ul style="list-style-type: none"> • Uses sustainability as a lens to make decisions for the department. • Encourages and supports department practices that save energy and water and reduce solid waste. • Encourages and supports department practices that reduce amount of and toxicity of chemicals used. • Encourages and supports green purchasing decisions. • Evaluates employees on their contribution to the Sustainability Core Value. • Includes sustainability in recruitment documents.

	<ul style="list-style-type: none"> • Participates in Sustainability Committee. • Mentors other departments/divisions in implementing sustainable practices. • Provides leadership in moving campus-wide sustainability initiatives forward.
d. What is a great “sustainability” employee doing?	The items listed in the Green Office Certification (https://www.lanecc.edu/sustainability/green-office-program), plus the additional job specific items listed above.
e. What are concise resources that the Recruitment Team could use to help search committees recruit and vet applicants who have a solid foundation in sustainability?	<ul style="list-style-type: none"> • <i>The Sustainable Community College: Holistic Approaches to Sustainability</i> edited by Mary F. T. Spilde and Gerardo E. de los Santos • www.lanecc.edu/sustainability • www.aashe.org (create an account to access member only information).
f. What are some talking points that the Recruitment Team can use to encourage search committees to include sustainability in their postings, paper screening tools, and interview questions?	<ul style="list-style-type: none"> • Your department/division can get a point towards the Green Office Certification if you include sustainability language in all of your searches! • It is a core value of the college. • Greater chance of obtaining employees who will be creative innovators in cost saving practices. • There is student demand for sustainability in their education, so hiring sustainability-savvy instructors will benefit student recruitment and retention. • Recruiting for sustainability-minded employees supports a Eugene/Springfield area community value. • Sustainability-minded employees are helping to create a better future for our students.

NOTES

Sustainability in Recruitment Meeting

July 23, 2013

9:00-10:00 am

Attendees: LynnMarie Chowdhury, Jennifer Hayward, Brian Kelly, Jim Lindly, Sean Miller, Claudia Owen, Ruby Woodworth

Notes: HR Recruitment Team members and Sustainability Committee members met to discuss ways that the Sustainability Committee can support the Recruitment Team in infusing sustainability into search processes. Attendees reviewed the draft “Sustainability in Recruitment FAQs” document and made a couple suggestions for edits. The final version is attached. Additionally, attendees determined the following Action Items.

Action Items:

Who	What	Status/Notes
Recruitment Team	Discuss with HR Director adding links to Lane’s vision, mission, and core values, and to the Institute for Sustainable Practices website under the “College Links” heading on jobs.lanecc.edu.	
Sustainability Committee	Draft a sustainability statement that can go under the “College & Division Information” section of each posting	Jennifer drafted statement for committee review on 1/7/14.
Sustainability Committee	Provide HR Recruitment team with a list of people who have been active with the Sustainability Committee and would be willing to be a sustainability representative on search committees.	
Brian	Talk about recruiting for sustainability at Managers’ Forum.	
Jennifer	Order a copy of <i>The Sustainable Community College: Holistic Approaches to Sustainability</i> for the HR Recruitment Team.	Jennifer provided this book to HR in July.

LynnMarie, Ruby, and Sean made the following additional suggestions for the Sustainability Committee that will help build Lane’s sustainability movement and get more people excited to include sustainability in job searches:

- Include sustainability in Faculty Connections (Jennifer e-mailed Faculty Connections coordinator, Liz Coleman, with this idea on 7/23/13).
- Include sustainability information in new employee orientations. (Maybe start by asking Peer-to-Peer the best way to do this, since there isn’t an official employee orientation process).
- Create business cards with snippets of information about sustainability so that Lane managers and other employees can have a “pocket size” sustainability reference guide.
- Create simple targeted e-mail messages to faculty about sustainability.