

Sustainability Affairs Committee Meeting Minutes of October 23, 2018

- I. CALL TO ORDER at **1:39 PM**
- II. ROLL CALL
Present: Zachary Meade, Pamela Vega Fuentes, Laura Greene, Adrien Van Dyke, Jillian Buckholz
Late: Brandon Martinez Bailon
Not Present: Parker Rugeley, Jayakishma Dasappan, Melissa Baron
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve agenda by **B. Bailon**, second by **L. Greene**, motion **PASSED**.
- IV. ACTION ITEM - **Approval of the Minutes of April 20th, 2018**
Motion to approve the minutes of April 20th, 2018 by **L. Greene**, second by **A. Van Dyke**, motion **PASSED**.
- V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address the board on any issues affecting ASI and/or the California State University, East Bay.**
No public comment.
- VI. UNFINISHED ITEMS
- VII. NEW BUSINESS ITEMS:
 - A. INFORMATION ITEM – **Introductions**
The members of the committee briefly introduce themselves. **L. Greene** introduces herself and states she is a 2nd year graduate student, in multi-media program. She also a Sustainability ambassador. **J. Bulckholz** states she is the Director of Sustainability at Cal State East Bay. **B. Bailon**, is a senior major in sustainability. **P. Vega Fuentes** introduces herself and adds that she is a full time MBA student, concentration with marketing management, she is also a sustainability ambassador. **A. Van Dyke**, works at the Sustainability office under the zero waste team, she plays water polo and is looking into sustainability in terms of athletics and personal health. **Z. Meade** shares that he is very happy to be working with everyone in this committee.
 - 9:00
 - B. INFORMATION ITEM – **Robert’s Rules**
The chair presents on Robert’s Rules and decorum expectations of the committee. **Z. Meade** explains to the committee that Robert’s Rules is an organizational technique for meetings. The whole purpose of Robert’s Rules is to ensure full group participation so that everyone can be heard. So that majority rules at the end yet the minority has an opportunity to influence the decision making. **Z. Meade** continues to add that they will go over basics of Robert’s Rules, such a motions etc. He explains the correct form to have a motion take place, what it means to

‘table’ an item. If there is a discussion that is taking up too much time they can ‘move previous question’ having 2/3 majority then it will force the committee to close that discussion and move onto the next item. Another thing is that if you have a resolution that you are debating and need more time to think it over but need to take action on it over the meeting, someone can obtain the floor as chair and postpone the vote on the resolution until the next meeting. Another important motion to know is “commit or refer”; the main purpose of this is that when they have a resolution, they need to send it to the board of directors and a motion would need to be made which states that they get to do that. Another important motion to know is “Motion to amend” which you can only do it twice as an amendment. If you want to kill a motion altogether, you would “Post-pone indefinitely”. Incidental questions are things that come out of a question before the membership from any motion or subsidy motions. Point of order is when you think there is a breach of rule, you can say “point of order chairman” and state your point and the chairman would decide if the point is well taken, wrong, etc. You can request to withdraw a motion before there is any discussion. Suspension of rules means you can change the order you can discuss things in so if you think a discussion is more important than the other ones; you can move it up the item on the list. Division of the house is a voice vote which would force the chair to conduct a rising vote. Privilege questions take precedence over everything else. Fix the time is another important one which means to come up with a time to meet later if there is unfinished business left to get to. Motion to Adjourn means to close the meeting. Point of parliamentary procedure means if you are confused about what to do, you can say “point of parliamentary procedure” and ask any questions you may have. If you go off track during the meeting, you can say “calls for the order of the day” and it will compel others to get back on track. **Z. Meade** states that he wishes to hear everyone speak once before someone speaks twice. If you are done talking about an item but have extra minutes left, you can “limit or extend the debate” which would minutes from that item and add them to another action item.

28:20**C. ACTION ITEM – Appointment of Vice-Chair**

The responsibility of the Vice-Chair is to be at the meeting when the Chair isn’t there. If the Chair is unable to attend a meeting, Vice-Chair would take their place for that meeting and go over the agenda, facilitate discussions, help with the minutes. This does not mean that you can vote for the Chair. **Z. Meade** asks other members if they would like to nominate themselves or anyone else. **L. Greene** moves to postpone the appointment of Vice-Chair until October 30th, 2018, second by **B. Bailon**, motion **PASSED**.

31:41**D. DISCUSSION ITEM – Committee Expectations**

Z. Meade states that the chair will go over the committee codes and other important governing documents, and the members will go over their expectations for the committee. **L. Greene** goes on to read committee codes. **Z. Meade** says that every committee is different so the members of the committee can change or design what they want to do. **Z. Meade** states the committee members cannot discuss anything of interest of their committee without having posted the agenda 74 hours before the meeting at (35:46). He asks the committee members about their expectations for the committee. **L. Greene** says that she have pervious done some work on creating a garden and suggests on doing something similar here on campus. She is excited to know what work has been done and to

bring some of the groundwork she has done to the table. **P. Fuentes** states that she is currently attending facility committee and she wants to have more sustainable practices through their projects and increase their efficiency with sustainability. Another committee member states that their expectation is that this committee will put something on for Earth week.

39:02

E. DISCUSSION ITEM – Earth Week

The members will begin the discussion on goals for Earth Week. A member of the committee states that the previous Earth Week that was hosted by ASI gave out free (39:48) which she thought was great. She would love to see more sustainability practices going into the event and maybe start working on it as a pilot to help other events that week that aren't part of the (40:19 office?) sustainability. **B. Bailon** wants to make a goal that if there ever is a speaker coming to talk, the goal could be to come up with a number of students and see how many committed students we can get to actually come.

F. DISCUSSION ITEM – Campus Garden: Spherical Design

The members will discuss the idea of a campus garden and the design of an installation project of a “spherical garden”.

G. DISCUSSION ITEM – Sustainability Survey

The members will discuss the survey on Sustainability that will be pushed to the students-at-large.

H. DISCUSSION ITEM – Imperfect Produce

The chair will present on the progress of the Imperfect Produce campus program started by Jomarie Ching, Director of Sustainability Affairs 2017-2018, and the members will discuss their thoughts on the direction of the program.

VIII. SPECIAL REPORTS

IX. ROUNDTABLE REMARKS

X. ADJOURNMENT

