Meeting Minutes for CSC April 10, 2020

* Approval/Additions to the Agenda
	+ Jillian had changes to the agenda.
		- New faculty for AY20/21
		- Remove Printer Policy from Discussion
	+ No other changes to the agenda.
	+ Jillian announced Patti Oikawa is joining CSC in a faculty position in AY20/21.
	+ Anna Alexander will be leaving the CSC as her term is complete
* Updates/Information Items:
	+ Solar IV
		- CAP-IT requested to review draft RFP (February 12)
		- FDO share Scope of Work (SOW) with CAP-IT Co-Chairs (March 16)
		- CAP-IT Co-Chair returned draft recommendations to FDO and Procurement (March 19)
			* To include scope of physical project in SOW (6.5MW)
			* To include Educations Specifications in the SOW; with input from relevant departments
		- RFP originally due March 20 - amended timeline?
			* No amended timeline
		- Other updates?
			* Chaw will keep group informed on progress
			* Garbesi asked for faculty to be included as entire process can be a learning experience for faculty and students and Chaw agreed
			* Chaw mentioned including storage in the Solar IV RFP
	+ CAP-IT Task Force
		- Solar IV (monitoring progress)
		- AY20/21 CAP Progress Report (main stakeholders, input)
		- Alternative Transportation Committee (under development by Parking and Alt. Transportation, with feedback from CAP-IT)
	+ Zero Waste Subcommittee
		- Paper towel compost collection bins and signage in all campus restrooms
		- Office of Sustainability working on communication plan
		- Quote received for durable, UV resistant, water resistant signage for exterior bins by FDO
* Business
	+ Air Travel Offset Policy & Procedures
		- CAP Action Step TRAN6:
			* All state-funded travel will be carbon neutral or 100% offset by 2022
		- Initial discussion at Spring 2019 CSC Meeting
		- Policy and procedures language vetted through
			* Administration & Finance
			* Ad Hoc Sustainability Committee of the Academic Senate
			* Academic Senate
			* ASI, Inc.
			* CSC Co-Chairs
			* CSC
		- Vote
			* Motioned by Karina Garbesi
			* Seconded by Anna Alexander
			* Unanimously Approved
	+ CSC Policy & Procedures
		- BACKGROUND
			* CSC was formed in Spring 2015
			* Original guiding documentation posted to website and has not been updated
			* Director of Sustainability and CSC Co-Chairs drafted new policies and procedures document to further formalize the CSC structure
			* If approved, implementation would begin AY20/21
		- Vote
			* Motioned by Anna Alexander
			* Second by Karina Garbesi
			* Unanimously Approved
	+ Alternative Transportation Committee
		- CSU Systemwide Transportation and Parking Policy overview
			* Must have Alternative Transportation Committee
			* Must create a Transportation Demand Management (TDM) Plan and integrate into Master Plan
				+ Last TMD completed in 2012, new TDM slated to be completed end of this month
				+ No active Master Plan due to lawsuit over env. impacts of transportation
			* Must establish secure funding for TDM
			* New Parking Structures highly discouraged, must be approved
			* Secure stable funding for Alternative Transportation
		- ACTION
			* That CSC provide recommendations for the composition of the CSUEB Alternative Transportation Committee (ATC) to the Director of Parking and Alternative Transportation Services.
		- Vote
			* Jason Smith Motioned to have the Alternative Transportation Committee be a standing committee within CSC
				+ Seconded by Karina Garbsei
				+ No vote. Motion still stands
			* Debbie Chaw motioned to table this decision in favor of more research and discussion
				+ Second by Martin Castillo
				+ Approved
			* Jillian will work on gathering more background information to determine where ATC will be house and composition of ATC members
* Discussion
	+ AY19/20 CAP Progress Report
		- There are 20 years left to meet out net zero carbon goal.
		- 49 of the 52 CAP action steps are yet to be completed.
		- 48,182 metric tons of GHG emissions were emitted in 2018
		- We must reduce that number by 5% every year to get to zero emissions.
		- Breakdown of the different pages in the report.
			* Page 5: color legend
			* Page 6: timeline breakdown with 28 action steps yet to be addressed.
			* Page 8: none of the near term, medium term, and long term action steps have been completed.
			* Page 9: in the table, 4 action steps have been downgraded from meeting requirements to in progress.
			* Pages 10 and 11: no major changes from the last CAP progress report.
			* Pages 13-14: Parking and alternatives transportation services and Facilities.
			* Pages 14-15: Facilities, Academic Affairs, and IT.
			* Pages 15-18: Facilities, IT, Transportation and parking, Admissions, Finance, Procurement, Faculty.
			* Page 19: Parking and Alternative Transportation.
			* Page 21: University Administration and Housing.
		- Please review the progress report and send your feedback to Jonathan Tonel by April 17th.
		- Progress report will be sent to the president for review on May 1.
		- Karina Garbesi
			* 40 action steps are supposed to be done by 2025
			* Setbacks in SOLAR IV and transportation
			* emission is higher in AY 17/18 than every year before.
			* Implications of Covid-19
* Adjournment
	+ Per new CSC Policies & Procedures next meeting will be Friday, September 4 at 2pm in SF 329 or via Zoom