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