

**Campus Sustainability Committee**  
**Spring 2018 Quarterly Meeting**  
**Friday, May 18th**  
**2:00pm - 3:30pm**  
**Biella Room**

Present: Jillian Buckholz, Director, Sustainability; Kaitlyn Byrne, City of Hayward Environmental Services; Debbie Chaw, VP Administration & Finance; Jomarie Ching, Director, ASI Sustainability; Winnie Kwofie, AVP, Facilities; Luigi Madrid, Sustainability Ambassador; Patty Oikawa, Assistant Professor, Earth & Environmental Sciences; Erik Pearson, Environmental Services Manager; Michelle Rippy, Assistant Professor, Criminal Justice & Administration; Paris Winter, Coordinator, Diversity and Inclusion.

The meeting began at 2:05 PM.

Jillian Buckholz reported that the Climate Action Plan had passed. The Plan will soon be available on the Sustainability site, but for those who are interested in reviewing the information, it is currently posted on the reporting platform: “Second Nature” ([secondnature.org](http://secondnature.org)), and can be located by clicking “Reporting,” then searching for “California State University, East Bay” under the search bar. There is a change from an Excel-based calculator to the Simap (Sustainability Indicator Management & Analysis Platform) site, which is supported by the University of New Hampshire to import 2017 numbers. Additionally, she will be working with the Chair of the Task Force, Karina Garbesi, on further implementation over the summer so that the first meeting occurs in Fall.

The Zero Waste Sub-Committee Update – All signage on the Max-R bins has been updated. 312 laminated sets have been provided to Housing and are also available for download on the Sustainability site.

- Move-Out/Move-In – Student Ambassadors have been conducting a door-to-door campaign to answer questions and provide information about sustainable procedures for minimizing waste during the process. Winnie Kwofie made a specific request that the students be told to break down their boxes before disposal (as they take up a lot of room in the bins).
  - Additional Efforts – “Free Fest” and “H.O.P.E. Career Closet” – collections of clothing for re-use by students. Also there is an effort to add the eWaste training to *recommended* trainings for staff newly onboarded.

Jillian Buckholz also reported on the plans for implementation of the Climate Action Plan. She continues to work with Karina Garbesi and Mark Karplus of the Academic Senate for to identify additional faculty, and an invitation will be sent in the Fall.

Luigi Madrid reported on his process for collecting and processing the Greenhouse Gas Inventory. Data was collected from 2014-17 working in conjunction with CSUEB Institutional Research and Qualtrics, the platform used to conduct transportation surveys. The following numbers responded to the survey: 180 students, 142 staff, and 121 faculty – regarding their transportation and commute habits. Luigi Madrid has created a detailed Data Collection Manual, which goes into greater detail about his process for analyzing the 3-4 years of data collected. Debbie Chaw asked a question about how data was collected regarding Travel Reimbursements and metrics for International travel, and ways that information could be collected more precisely.

Jillian Buckholz reported an update on the Printer Pilot which was tested at the Concord Campus (approximately 13 people), as a part of the Procurement Task Force. She shared various graphs related to survey replies about printing habits (desktop printers vs. networked printers that were shared) during the time of the trial. Discussion followed that included the following:

- Erik Pearson remarked that the overall take-away was that staff didn't feel their printing habits changed significantly. Patty Oikawa replied that this may just be a perception, and the staff might not be aware that their habits had actually changed. Debbie Chaw asked that Jillian work with Nickolas Meixner, Duplicating Services to capture more precise data about the number of pages printed (Print History from the machines in Concord).
- Paris asked whether budget considerations were taken as a factor. Jillian replied they were not. Paris also noted (as was mentioned in the Concord employee survey responses) that confidentiality can be a factor with scanned documents that are queued inside of the printer memory.
- Jillian noted that she has also been working the IT to implement Adobe e-docu-Signatures.

Jillian said that the Printer Pilot Task Force is making a recommendation that on the Hayward campus the test implementation begin with Cabinet member offices during the Summer. It was mentioned that not all Cabinet members might agree to this, and so it was agreed that Cabinet members who don't personally participate may designate an area under their authority to participate instead. Michelle Rippy also mentioned that Criminal Justice could benefit greatly, and so they were added as a test area to represent a faculty department.

M/s/p (Patty Oikawa/Jomarie Ching) to pass the test Printer Pilot at the Cabinet level (or alternate designee) and the Department of Criminal Justice – during the Summer months of 2018.

Jillian Buckholz shared that the current Faculty Appointments were up for renewal. Ryan Smith and Cristian Gaedicke had met their terms of service; Michelle Rippey and Patty Oikawa could choose to renew for one more year. When asked, they both agreed to continue in their roles for another year. Jillian said she would work with ExComm to solidify the details of faculty participation and circulate the invitation for two more faculty to join during the Fall.

Jillian said that, with the semester conversion, she plans to convene the Sustainability Committee once a semester and the Committee agreed with this plan. They said they like meeting on Friday afternoons during the same time. Jillian said that she will call the next meeting in late October or early November (before Thanksgiving).

The meeting adjourned at 3:10 PM.