**FAA Green Team Kickoff Meeting Notes**

Date: Thursday, April 17, 2014

Place: Engelmann 242/248

Time: 2:00 – 3:15

**AGENDA**

1. Introductions [10 min]

Peter will create a Pantherlist for the team, also possibly Pantherfile folders to share resources

1. Overview of Green Office Certification by Kate Nelson [20 min]
	* Components of certification

Kate gave an overview of Why Green Office Certification? Holistic, systems-based approach to help us understand financial, social, environmental impacts. Student Affairs started its Green Office Certification in the fall (departments are issued 1-4 Paws, depending on how well we do in certification). We can structure the certification as a division working as a whole or as a departmental competition, or both. On a bunch of the bigger policy change pieces (e.g. 100% recycleable content paper) it is beneficial to work together as a division.

Looking at certification: engagement is the most important. Prereqs are necessary to get any points Certification is a business efficiency process. Innovation points get to the heart of who you are as a department; documentation is very important to get credit.

* + Sustainability training (timing/volunteers)

2 training sessions of 2 hours each are needed to complete the 5-6 training modules. See below for Kate’s offer.

* + Sustainability Symposium

Attend! Will take place next week, April 22 (State of Sustainability Address), and April 23rd-24th (Workshops on topics such as waste, food, transportation, diversity and inclusion). Kate offered a deal to the green team that if we ALL attend, we could forego the training sessions.

1. Develop FAA Green Office Certification Action Plan [30 min]
	* Identify major action items and timeline Any

Campus planning is building a spreadsheet which will be sent to Green Team members (featuring # of offices, computers, trash bins, employees, positions, etc). Team members will be responsible for filling it out for your department. Any UNIQUE items or questions regarding the spreadsheet can be sent to Kate and she’ll address them as we go.

* + Identify near term/long term tasks

We discussed the prerequisites:

1. Taken care of, we will meet 1x/month
2. Attend the State of Sustainability Addreess
3. Go right to Print Services (just for central copiers). Encourage no desktop copiers. We can pilot test a 30% vs 100% paper copier in a department
4. Get a sense of who has what
5. Cal volunteered to talk to S&A about toner/printer cartridge recycling policy by next meeting.
6. SCCM can manage power setting on imaged machines. Beth will provide info to the group on power settings at the next meeting.
	* Discuss communication plan
	* Assign responsibilities (see above)

Timeline for spreadsheet by next meeting. In addition, for the next meeting:

1. Review the Guide
2. Brainstorm what kind of things we should start concentrating on
3. Work on spreadsheet
4. Questions/Identify Next steps [15 min]