**FAA Green Team Meeting [MINUTES]**

Date: Thursday, October 30, 2014

Place: Engelmann 206/208

Time: 1:00 – 2:00

**AGENDA**

1. Timeline status check & meeting schedule review [Lora/Peter]
* Lora will be leaving UWM and a replacement co-chair will be found. Thank you for all your help Lora!
* Passed out monthly meeting schedule and reviewed
	+ Peter mentioned how at each meeting we will be discussing how green credits might be adapted to fit different situations (i.e., large vs. small departments). So, everyone's ongoing participation will be important to determine a direction that fits their department best.
	+ Our goal is to receive FAA Green Office certification by April 2015.
	+ Please email group if you can’t make it to a meeting and send someone in your place if possible.
* Kate Nelson gave an update on Student Affairs finishing their Green Office Certification and the collective impact all departments had
1. Updates:
2. Communication/E-blast – Transportation [John]
* A draft flyer was presented to the group and will be updated when the dates of the Transportation Survey are finalized. This will be the November E-blast communication. John will forward a final copy to Peter when available.
* The group agreed that the December E-blast will relate to procedures for setting leased multi-function copiers to duplex printing.
1. MyDev Sustainability training modules online [Kate/John]
* Kate discussed timing (early December) of a 2-hr in-person training session that she will conduct for Green Office Team members [to satisfy Prerequisite2]. This session will be recorded for those unable to make the in-person training session.
1. 100 % Recycled Paper [Peter]
* Peter will meet with Print Services regarding 100% recycled paper (only for leased multi-function copiers).
* Peter mentioned that the number and location of all leased multi-function copiers used in FAA will be needed to complete a cost analysis and obtain approval for new paper contract.
1. Multi-function leased copier duplex printing default [Peter]
* UITS can set duplex printing as a default remotely. Beth will look into this and report back at next meeting.
1. Green Office Certification Credits [Lora/Peter]
2. Review selection of green credits
* On the big board (master credit list), departments should Initial the credits they will go after (as opposed to a check mark). Peter will bring this list to the next meeting.
* Team members should be conducting conversations about green credit implementation/documentation [and innovation credits] with their departments on an ongoing basis.
* As we start documenting credits, send the documentation to Peter.
1. In depth discussion of Energy credits
* Look at Green Office Certification Resource Guide for intent, and additional details [all of this information is in PantherFile].
* Kate will determine which credits need documentation and which credits can be documented on her walk-throughs in April.
* A summary of the Energy credits follows:
	+ **En1-Energy Dashboard-**The dashboard is available to view at <http://buildingdashboard.net/uwm/>
	+ A sample department meeting agenda noting that the dashboard is routinely discussed will suffice for documentation. Find interesting ways to incorporate your buildings energy use into discussions/promote awareness of building energy use. Why did the energy go up so much on Day x? at Hour z?
	+ **EN2-Appliance Audit**-Discussed the appliance audit form [a tab in the Energy Credit Excel spreadsheet]. Credit received if you eliminate any appliance. Great discussion on construction of a possible break-rooms in Engelmann and other buildings occupied by FAA staff [Kurt/Mary volunteered to look into a feasibility study].
	+ **EN3**-Power strips-documentation may be photos or Kate’s observation on a walk-through
	+ **EN4**-Focus on human control of lighting (e.g. a small reminder sign next to light switches will count for this credit)
	+ **EN5**-Likely only US&A will get this credit, other departments will try to replace with an Innovation credit
	+ **EN6**-Check copier and printer location to make sure each unit is at least 10 ft away from thermostats and sensors (Photo documentation or walk-through by Kate).
1. Other/Next Steps
* **Beth** will look into SCCM for one of the next meetings
* **Beth** will work on a draft of the December E-Blast communication which will relate to procedures departments can follow in order to set leased multi-function copiers to default duplex printing.
* **Kurt/Mary** will work on a feasibility study related to break-room(s) for Engelmann and other buildings occupied by FAA staff.
* **Kate/Beth** will look into potential dates/times/location for the in-person training. Peter will communicate the details to the group.
* **Peter** will be in touch with team members who completed the General Information spreadsheet to properly identify the number and location of all leased multi-function copiers used in FAA.

FAA Green Team Members Include:

Lora Strigens – Campus Planning [co-chair]

Peter Alexopoulos – Office of Budget & Planning [co-chair]

Cal Stoffel – Campus Planning/VC's Office
Betsy Caban – University Information & Technology Services
Beth Schaefer – University Information & Technology Services
Mary Luebke - Internal Audit
Courtney Churchill – Police

Tammy Johnson – Police/Chapman Hall-VC’s Office
Amanda Thompson – Human Resources
Simone Dietzler - Legal Affairs
Kristin Fekete – Business and Financial Services
John Gardner – Facilities Planning & Management

Kurt Young-Binter – Facilities Planning & Management

Kim Axtman – University Safety & Assurance