Date: Tuesday, November 18, 2014

Place: Engelmann 242/248

Time: 1:00 – 2:00

**AGENDA**

1. Timeline status check

* Our goal is to achieve FAA green office certification by April 2015. **We’re currently in the green credit implementation/documentation phase so it’s important for all team members to have ongoing discussions with your areas.**
* New team member; Joe Rohde from FP&M-Parking and Transportation has joined the team – welcome Joe!

1. Updates:
2. Department Representative Status Report [All team members]

Each department gave an update on Green Office happenings:

* Kurt Young-Binter [FP&M-Facility Services] – has just started discussions with his group – will have more to report at next meeting.
* John Gardner [FP&M-Facility Services-Sustainability Office] – everything is very green at the Sustainability office located in SARUP.
* Kristin Fekete [BFS] – Kristin is attending monthly BFS director meetings in order to discuss/review green credit implementation/documentation for all Business & Financial Services departments.
* Amanda Thompson [HR] – Amanda mentioned that she has started discussions with HR staff – she would like to know which credits need documentation vs which credits qualify for a walkthrough in April by Kate Nelson – John will talk to Kate about providing this information to the team.
* Courtney Churchill [Police] – is working with staff – there are concerns about eliminating personal printers – the group discussed that while we will not be able to eliminate 100% of personal printers, it is important to communicate the ongoing costs [toner, etc.] involved with using a personal printer – also over time personal printers may be eliminated with staff turnover.
* Kim Axtman [FP&M-Safety & Assurances] – mentioned that her area has been working on green office certification and is in the process of documenting their green credits
* Joe Rohde [FP&M-Parking & Transportation] – a new member – mentioned that he will be working with his department [located in the Union] and report more at our next meeting.

1. Sustainability Training [Kate/John]

* Reminder that the training to be provided by Kate Nelson will take place Friday, December 12th from 1:30 to 3:30PM in Enderis 107 [calendar evite has already gone out to the team].

1. Communication/E-blast for November - Transportation [John]

* Transportation E-blast will come out in the coming week or so. John will make edits as recommended by the team, next E-Blast may focus on duplex printing. Group discussed that we’ll have Robin send out our E-blasts but we’ll include our team listserv email [faa-greenteam@uwm.edu] to direct any questions to the Green Team.

1. Multi-function leased copier duplex printing default [Beth/Peter]

* The next E-blast will communicate how each department should call to set up duplex printing as a default.

1. Break Rooms [Kurt/Mary]

* Kurt will look into cost estimate/feasibility of a break room on the 2nd floor of Engelmann. Amanda mentioned that it would be a good idea for the **FAA Green Team** and the **Best Places to Work** [BP2W] team to work together on this initiative and the group agreed.

1. 100 % Recycled Paper [Peter]

* Once Peter has a complete list of all FAA multi-function leased copiers, he will meet with Print & Copy Services to develop a cost estimate. Then, a new paper contract will need to be approved by FAA administration before 100% recycled paper can be made available.

1. Green Office Certification Credits
2. Review selection of green credits

* We will hear back from Kate by next meeting which credits will be “walkthrough” credits and which must be documented. However, if the power moves you, all documentation is great!

1. In depth discussion of IT and Waste credits

* Focus of discussion was on Waste Credits

Waste Credits

* **Recycle bin near each public printer or copier**-Kate may check on walkthrough)
* **Double-sided default**-Documentation could be email documentation-each department will have to call Print Services # on machine to switch
* **Scanner available to all employees**-part of multi-function leased copiers
* **Utilize Surplus**-documentation is a dated copy of Surplus Form. Surplus extension is x3465
* **Waste Audit**-tabled until details of the major waste audit is figured out
* **Eliminate 50% of paper procedures**-Amanda discussed how HR eliminated paper Leave Reports and Time Reporting sheets (7 big boxes of paper no longer needed per year-hooray!). Also, other team reps provided examples of how they have already met the requirements of this green credit.

1. Other/Next Steps

* **Team reps should start/continue ongoing green credit implementation/documentation discussions with their departments** – keep in mind that if questions come up between meetings you can use our team email for a group discussion [ [faa-greenteam@uwm.edu](mailto:faa-greenteam@uwm.edu) ].
* **Kate** will let the team know which green credits qualify for a walkthrough in lieu of documentation.
* **John** will make updates to the Transportation E-blast and send to Peter
* **Kurt/Mary** will report on break room feasibility at next meeting
* **Kurt** to provide number/location of multi-function leased copiers [excluding Print & Copy Services] at the USR building to Peter.
* **Beth/Betsy** to provide number/location of multi-function leased copiers in UITS space to Peter.

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| **FAA Green Team Members** | | |
| **FAA Representative** | **FAA Department[s] Representing** | **Building Space Representing** |
| Peter Alexopoulos [co-chair] | BFS-Budget & Planning | Engelmann |
| Vacant [co-chair] |  |  |
| Cal Stoffel | FP&M-Campus Planning | Engelmann |
| Beth Schaefer | University Information Technology Services | NWQ, Bolton, EMS, Cunningham, Lubar, Engelmann |
| Betsy Caban | University Information Technology Services | NWQ, Bolton, EMS, Cunningham, Lubar, Engelmann |
| Mary Luebke | Internal Audit | Engelmann |
| Courtney Churchill | University Police | Sandburg |
| Tammy Johnson | VC’s Office [Chapman Hall] | Chapman |
| Amanda Thompson | Human Resources | Engelmann |
| Simone Dietzler | Legal Affairs | Chapman |
| Kristin Fekete | Business & Financial Services | Engelmann |
| Monica Rodriguez | Business & Financial Services | Engelmann |
| John Gardner | FP&M-Facility Services | SARUP |
| Kurt Young-Binter | FP&M-Facility Services | USR |
| Kim Axtman | FP&M-University Safety & Assurances | Engelmann |
| Joe Rohde | FP&M-Parking & Transportation | Union |