Date: Tuesday, December 16, 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.**

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

* Many department reps reported that they are making good progress with green credit implementation and documentation.

1. Sustainability Training [Kate/Peter]

* The edited video of Kate’s 12/12/14 Sustainability Training session is available to all campus staff at the following:
  + Link:  <http://lubar.mediasite.com/mediasite/Catalog/Full/28721e2087744d78a7783548c25b0cdf21>
  + Login:  faagreen
  + Password:  Ljk22wdY6
* The training materials are located in our shared PantherFile folder, accessible to all green team members at [https://pantherfile.uwm.edu/xythoswfs/webview/\_xy-39693914\_1](https://pantherfile.uwm.edu/xythoswfs/webview/_xy-39693914_1?stk=BCB4BA252C391D1)

1. Next E-blast: Multi-function leased copier duplex printing default [Beth/Peter]

* Beth and Betsy will work on this E-blast and share a draft at the next meeting.

1. Break Room [Kurt/Mary]

* Update to be provided at next meeting

1. Green credits that qualify for a walkthrough vs. documentation [Kate/John]

* Kate’s list of green credits that qualify for a walk-through in lieu of documentation were discussed – see below:
* Pre 4
* Energy 4
* Energy 6
* Waste 1
* Waste 3
* Transportation 1
* Purchasing 2
* Food 1

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

* Discussed as part of 2.A. above

1. In depth discussion of Food & Dining credits

Food & Dining Credits

* **FD1: Department offers reusable plates/cups/silverware in break room –** As noted in 2.E. earlier, this qualifies as a walk-through by Kate in lieu of documentation. Most departments in buildings other than Engelmann have break room so this credit is feasible. For departments in Engelmann, a break room feasibility study is in progress.
* **FD2: Department offers no bottled water –** the group discussed how this is not applicable to most departments. It was mentioned that during the sustainability training session Kate had stated that credit could be received if a department documented that they are committed to never offering bottled water in the future. Kate also mentioned that it is important to keep the spirit of our team goal, which is to promote sustainable green office practices, in mind and also come up with innovation credits in this category.
* **FD3: The department eliminates and never uses Styrofoam products in the future –** A department could receive credit for documenting that they are committed to never using Styrofoam products in the future. But also should come up with some innovation credits in this category to keep in the spirit of our team goal [refer to prior bullet point].
* **FD4: Department requests at least 20% local and/or seasonal foods for all catered events –** We discussed how this is not applicable to most departments as they do not cater events. Departments should come up with innovation credits in this category to replace this credit [keep in mind that the Green Office Certification Resource Guide, provided by Kate and available in our shared PantherFile folder, has some good ideas].
* **FD5: Department requests either reusable or biodegradable dinnerware for all catered events –** see comments in prior bullet point.
* **FD6: Department hosts a vegetarian potluck once a year** – we discussed how this would be feasible for most departments.

General discussion

* **We discussed how some of the food & dining credits on the spreadsheet are not applicable to many of our departments but this is your opportunity to work with your department colleagues to develop some creative innovation green credits that promote green office initiatives.**

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) ].
* **Beth/Betsy** to work on draft of next E-blast for multi-function leased copier duplex printing procedures
* **Kurt/Mary** will report on break room feasibility at next meeting. **Amanda** to help coordinate our team efforts with the Best Places to Work [BP2W] team.
* **Kurt** to provide number/location of multi-function leased copiers [excluding Print & Copy Services] at the USR building to Peter.
* **Peter** to follow up on 100% recycled paper.

As of 1/12/15:

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| --- | --- | --- |
| **FAA Green Team Members** | | |
| **FAA Rep. Name** | **FAA Department[s] Rep.** | **Building Space Rep.** |
| Peter Alexopoulos [co-chair] | BFS-Budget & Planning | Engelmann |
| Beth Schaefer [co-chair] | University Information Technology Services | NWQ, Bolton, EMS, Cunningham, Lubar, Engelmann |
| 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 |
| VACANT | 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 |