**FAA Green Team Meeting**

Date: Tuesday, June 3, 2014

Place: Engelmann 242/248

Time: 10:00 – 11:00

**AGENDA**

1. Introductions: New Team Members (Tammy Johnson; Police-Chapman Hall; Kim Axtman-University Safety & Assurance-Engelmann Hall)

1. Follow up on General Information spreadsheet and prerequisites
2. Went over the timetable.
3. Green Team will attempt to meet monthly (not quarterly), possibly early Thursday afternoons (but not first Thursday of month).
4. Ask Kate about Pre-requisite 2 and whether our attendance at the Sustainability Symposium counted. Also whether just 1 person (from FAA) completing all modules will count (or whether each department must have a member complete the modules).
5. Courtney asked about recycled-content paper. Print & Copy Services will only give out 30% recycled paper (as opposed to 100%)-*follow up with Kate on how to proceed*
6. In addition, we need to get better standardization of recycling and waste bins (Blue bin with clear plastic for recycling, brown with brown bag for waste…..often the old paper recycling bins are still being used and folks don’t know they are single-sort). Police has NO recycling bins in offices, and custodians need a dual sort option.

3 Updates:

1. Status of Power Management (Beth Schaefer)

Tabled, will be talked about more at next meeting

1. University Safety & Assurance current policies/practice for disposal of toner/printer cartridges (Cal Stoffel & Kim Axtman)

US&A has satellite pickups for printer cartidges, bulbs (CFLs, etc), batteries (NiCAD, Lithium ion, computer, laptop batteries). The preferred method for recycling ink cartridges is through the label ship-back program from the supplier.

1. Discuss Communication Plan

Send out a reminder of US&A’s Office Waste for Recycling program as well as the ship-back program for ink cartridges. Explore a mini-communication between US&A and Green Office Certification. Include surplus instructions on how to get rid of old individual printers. Come up with a consistent graphic form for FAA green team emails/flyers/communications. In addition, develop a consistent timeframe for the release of content (monthly). Monthly emails could also include a request for ideas on Innovation Credits from FAA staff.

1. Next Steps
2. Mention Green Office Certification program within particular staff meetings
3. Create template for email communications (1st email on recycling-consistent signage, bin color, etc.; 2nd email on ink toner/cartridge recycling). Cal will have a draft template available for the next meeting.
4. Assess spreadsheet data at next meeting
5. Meet mid-July
6. Lora and Peter met with Cindy Kluge from FAA’s Strategic Planning Stewardship of Resources theme team. Cindy is interested in how the theme team can promote (raise awareness for) FAA’s Green Office Certification. Possibilities include an ice cream social (bring your own spoon). Any ideas for what an event like this would look like would be welcome—post to the group.

Green Team Members Include:

Lora Strigens – Campus Planning [co-chair]

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

Cal Stoffel - VC's Office
Betsy Caban – University Information Technology Services
Beth Schaefer – University Information Technology Services
Sandra Lind - University Information Technology Services
Mary Luebke - Internal Audit
Courtney Churchill – Police

Tammy Johnson – Police
Belinda Ricco – Human Resources
Catherine Carter – Human Resources
Simone Dietzler - Legal Affairs
Kristin Fekete – Business and Financial Services
John Gardner – Facilities Planning & Management

Kim Axtman – University Safety & Assurance