**FAA Green Team Meeting**

Date: Tuesday, September 30, 2014

Place: Engelmann 242/248

Time: 1:00 – 2:00

**MINUTES**

1. Timeline Status Check [Lora/Peter]
2. Review pre-requisites

Went over the revised timeline and the structure for future meetings. We will likely focus on one or several of the topic categories during each meeting to delve deeper into each credit.

Peter is looking into the 100% recycled Office Paper credit after getting info from Student Affairs.

Office of Sustainability will look at getting MyDev modules online.

1. Updates:
2. General Information spreadsheet [Lora]
	1. All departments have filled out the “General Information” spreadsheet. Very well done!
3. Multi-function leased copier duplex printing [Mary]
	1. Multi-function leased copiers that have a duplexer need to be set to duplex as a default by UITS or Copy Services. We will look into documenting which copiers have the option to be set as duplex.
4. Communication/E-blast template [Cal/Kim]
	1. The E-blast for October was presented and will feature how to dispose of specialty items through University Safety & Assurances (batteries, aerosals, etc). The tentative e-blast for November will be about Transportation.
5. Waste Audit [Lora/Peter]

Went over the basics of what a waste audit entails. Though not a pre-requisite, US&A and the Office of Sustainability will discuss further feasibility.

1. Green Office Certification Credits [Lora/Peter]
	1. Took a first glance at what points each department might be likely to pursue. Discussion at future meetings about each category and credit will help us to flesh out credits. Everyone was encouraged to read through the Resource Guide which gives an explanation of the intent of the credit and documentation required. Any questions about credits can be posted to the group email as well.
	2. For green team members with large departments, recruiting your own team of interested folk may help in reaching a large audience.
2. Discuss selection of green credits
3. Other/Next Steps

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
Mary Luebke - Internal Audit
Courtney Churchill – Police

Tammy Johnson – Police
Belinda Ricco – Human Resources
Catherine Carter – Human Resources

Nakesha Williams – Human Resources

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