**Meeting Minutes**

**Materials and Purchasing Working Group-CEST**

**Tuesday, January 19th, 10:30**

**Attendees:**

Frank Buckless, College of Management   
Tom Jones, Facilities Operations   
Pete Evans, College of Physical and Math Sciences  
Jenny Grant, RBC Bank  
Tom Karches, OIT   
Todd Gunderson, OIT   
Todd Becker, Environmental Health and Safety

John Carter, AEI  
Rob McKenna, Energy Strategies  
 Tracy Dixon, Sustainability Office  
 Lindsay Batchelor, Sustainability Office  
Jeff Hightower, Utilities Infrastructure

**Agenda**

* Welcome and Introductions- Blain Woods
* Where We Are/Where We Are Going- Lindsay Batchelor
* GHG Inventory and CAP Overview- Lindsay Batchelor
* Approach and Goals of the CAP Project- John Carter, AEI
* GHG Estimates for Focus Area- John Carter, AEI
* List Development- All
* Next Steps- Lindsay

**5-Year Strategies**

* Develop a sustainable purchasing policy for campus that will provide goals and direction for how to foster environmentally and socially responsible purchasing.
* Help individual department further develop the University’s sustainability policy to focus on their specific needs
* Help campus increase the amount of sustainable materials purchased.
* Develop a tracking system for sustainable purchases on campus.
* Work with MarketPlace vendors to highlight sustainable items on their electronic ordering sites.
* Develop bid specifications that require vendors to provide sustainable options for their products such as reduction of packing materials for items shipped to campus.

**Discussion/Ideas**

* Reduce extraneous/unwanted shipments from vendors (potential utilization of EPEAT)
* Develop vendor requirements for sustainability with regard to packaging, extraneous parts (possible state-level purchasing policy)
* Educate campus community on vampire plug loads and how to minimize
  + Change to profit center system?
  + Compensation/rewards program?
* Develop plug load monitoring
* Educate/incentivize campus community on making energy efficient purchases based on life cycle cost of products
* Develop a tracking system (through Market Place) to determine current purchasing practices for comparison to the opportunity of more energy efficient/sustainable purchases
* Develop online inventory of surplus items to encourage reuse of serviceable materials and equipment