**C**ampus   
**E**nvironmental   
**S**ustainability   
**T**eam

**Minutes**  
September 19, 2011, 2:00 – 3:30Administrative Building III, Room 124

**Attendance**Bill Winner, Jack Colby, Liz Bowen, Tracy Dixon, Lindsay Batchelor, Wade Fulghum, Erin Champion, Barbara Doll, Paul McConocha, Mike Harwood, Scott Sherer for Barry Olson, Jeff Hightower, Brian O’Sullivan, Walt Robinson, Sarah Ketchem, Lisa Maune, Lisa Johnson, Megan Cain

**Welcome and Introductions** – Bill

Welcome Walt Robinson to CEST. Walt is a professor in Marine Earth and Atmospheric Sciences (MEAS) in the College of Natural Resources. Walt also serves on the Faculty Senate and is their representative for CEST. He has experience dealing with multiple groups that manage various resources across campus. Walt, please tell us about yourself and how you see CEST playing a role in your position.

Walt – I am a professor working in academic research and teaching topics in regards to climate change and fluid dynamics. My background is in physics and my interest in sustainability was first sparked while in Illinois. At NC State, I have helped developed the bike and pedestrian master plan. CEST certainly couples well with the research that I and my department (MEAS) are performing, specifically in regards to water quality, climate change, global change, safety, etc.

**Acceptance of Sustainability Strategic Plan (SSP)** – Bill

The Chancellor has officially signed off on the SSP. The Board of Trustees (BOT) has also endorsed the plan which has led to a mandate to push forward with the plan. The Chancellor and BOT also recognized that the plan aligns with the University’s Strategic Realignment plan.

We spoke to the Provost who accepts the plan as well, but he believes CEST’s work is not done. We need to develop tactics to implement actions to advance sustainability on campus. The plan will serve as a framework for the next steps. As President Obama mentioned in his speech last week, we must “kick off the bedroom slippers and put on the marching boots.” i.e. we need to get out of the planning phase and begin designing tactics to bring about change.

Lisa Maune – What is the reporting structure?

Response –

* We need to be accountable for the plan and our outcomes
* Segue into next topic and flowchart that was provided to meeting attendees

**Organization of CEST** – Bill

As seen in the flowchart (see handout), the CEST activities link together to form a cycle. The first portion of the cycle, the **SSP**, is completed. The SSP then connects to **metrics**, which means we need to measure certain things pertinent to certain working groups. The metrics help make us be accountable and will be used for decision making in the future. Metrics then connect to **tactical plan** and **annual reporting process** to document accomplishments and where we are in regards to the metrics. Next, there are the **trends to success**.

Jack (regarding trends to success) – We will use the 2006 assessment as a starting point and track metrics annually to establish a trend. We will then come back every 5-6 years to perform an assessment and amend the SSP, if necessary. Assessments will also help us track progress and help track energy, greenhouse gas emissions, and climate numbers.

Lisa Johnson – When does the 1-year tactical plan start? Also, shouldn’t we add this information to the SSP?

Response –

* Starts this year
* Need full year to respond to numbers and metrics
* Should be added to plan, however need to differentiate between academic year versus fiscal year

Bill (back to flow chart) – Trends to success will also help with rethinking the strategic plan and making sure that everything is up-to-date and can be revised, if needed. Finally, there are **annual tactics**. At this point now, these will progress with content from each working group and will be part of the implementation process.

**Structure of CEST** – Bill

We want people to understand our process (as seen in flowchart), but we also want to show host CEST is structured and works together. CEST is made up of chairs from various working groups, where each working group is responsible for tactics. Each tactic can have its own leader who reports to the chair and a community or committee of people who help implement and design the tactic. This functional community/committee may include students, staff, and faculty and may be constantly changing. This would then lead to the repopulation of working groups, if needed.

[Lisa Johnson mentioned that her group looked at each tactic independently and assigned them to units as opposed to one person. However, they are considering assigning each tactic a person, like how they did with the Lake Raleigh Woods Management Plan.]

Working group chairs collect information from tactic leaders and will share one page updates at CEST meetings describing how progress is being made towards tactical benchmarks. Working group leaders cannot operate independently because this is overlap and networking between groups. We need to sit down and make sure there isn’t any compromise/interference between working groups. This is very important for advancement as a whole.

Brian O’Sullivan – Weary of expectations on items that are in tactics that are harder to force and track. Transportation lost members of their working group and having issues reconstituting core team with interested parties who would want to contribute. Unsure of how to rekindle enthusiasm within working group.

Response –

* Rebuilding momentum isn’t going to happen by just asking people for input
* Suggested approach: identify three most important tactics and assign people to each tactic to help them realize their role and responsibility in the group
* Gather information against benchmarks and interact with community

Brian O’Sullivan – Weary of setting up institutional structure.

Response –

* We are out of the planning stages and now in action mode
* Tactic leaders are in a position to make things happen
* Tactic responsibilities could function as part of people’s existing jobs
* Take different approach for various group members (i.e. students, staff, faculty)

Brian O’Sullivan – Weary that tactic areas lay outside of people’s normal roles and responsibilities so people may not want to assume responsibility for them.

Response –

* Utilize leverage within group
* CEST is a more grassroots effort and we want to have discussions to get people on board who are interested in making a difference and assuming responsibility. Otherwise they might not be the right person for the group.

Bill – We can’t afford to not have right people (i.e. uninterested people) assigned to tactics. The SSP is a chance to bring financial savings to NC State. The University is used as a living lab and we need to be aggressive when implementing tactics to show if we are making progress towards benchmarks. We also need to summarize on a monthly basis where we are in terms of progress.

Barbara Doll – The key way to get there quicker is increasing the link between facilities and academics. While some relationships exist, we need to tap other departments and resources such as student projects. We also need to work to strengthen our preexisting relationships (compliment to Walt) and promote the SSP and the good things NC State is doing. Our ties need to become more seamless between academics and facilities (commends Bill on work) and we need to find ways to apply tactics to fields of study.

**Summary of Previous Discussion** – Bill

We (Bill and Jack) are charging working group chairs with specific actions, which amounts to connection from the administration to move forward with our tactics. Charge to repopulate working groups, sharpen up tactics to have people accountable for specific ones, and think about how diverse groups can provide input to design and implement certain tactics. We will meet on a monthly basis and report about goals and working group progress. This is a big message, that is very important and a lot of work, but it formalizes CEST and provides accountability. We will see the linkages and interactions within CEST as process unfolds and we need to think about advancing sustainability for the University as a whole.

Lisa Johnson – What if a tactic needs funding? How do we solicit people to be in our working group?

Response –

* The need for funding could become a tactic in itself
* Use the Sustainability Office (SO) as a resource for both items
* Use Bill and Jack as a resource. They can make the case for funding and at least try to secure funds. Can also help find interested parties for working group.
* Opportunity this academic year to involve students. Large potential from Wolfpack Environmental Student Association (WESA). Suggestion for a CEST working group chair to attend upcoming WESA meeting.

Jack – When someone is responsible for a tactic, things happen. Finding the right person for a tactic is important. Chairs are essentially multiplying themselves through others and provide guidance to their working groups. CEST will ask for updates from working chairs throughout the year. This will allow working chairs to update CEST on their progress and provide them the opportunity for people to discuss.

**Working Group Chair Updates**

Bill Winner –

* Strategy 1
  + great interest in assessing sustainability content in courses and document increase but decided it wasn’t meaningful information due to variables with different professors and sustainability definitions
  + New courses popping up that highlight sustainability content, i.e. climate change and sustainability in ES rose from 30 to 80 to 150 students. ES100 has grown to include sustainability content, offered both fall and spring semester and GEP course and grown to 400 students. 1/13 undergrads with have taken a course with sustainability content
  + New faculty, i.e. soil science professor wants to teach sustainable soil class.
  + Is metric possible? Not really, but can document case studies as an alternative
  + Research is difficult to track as well, but is possible, i.e. FREEDMS increased research budget, renewed by NSF to provide funding.
* Strategy 4
  + Discussion with board of trustees and chancellor, “ncsu is a great living and learning lab for sustainability.”
  + Credit hours used as metric
  + Link SO to academic programs and research opportunities
    - begin keeping track of interns and opportunities
    - working groups leaders can take inventory and broadcast ideas as to how students can play a role and then let Tracy know so students can get involved in projects more easily
* Bar for undergrads is set higher and research plays a bigger role now than in the past, make students more competitive for programs
* Working group chairs let Tracy know if they have ideas for student involvement and research to advance sustainability

Tracy Dixon –

* CEST Pursuing Communications and Culture chair
* SO crafted tactics in absence
* Help find students and community members for projects and research
* Peer to peer education
* Making progress on many tactics and taking some to next level. Will advance tactics once chair in position

Paul McConocha –

* Climate Action Plan tactical development
* Energy Management (EM) is supporting the green IT committee
* Reviewed strategic energy plan tactics to see what tactics could be implemented
* Reviewed unit goals and compact goals for facilities
* EM take advantage of their strategic energy plan with 41 components and blend CEST with what staff are already doing at EM
* Already have metrics

Lisa Johnson –

* Already working on certain strategies and completed some tactics
* Strategy 2
  + Completed
  + Need to be more specific when looking at a project early on
  + Each project is different, so tactics are ever changing
* Space
  + Get metrics in place to see how people are utilizing space
  + Need to update standards
  + Tag people to space and involve many people across campus
  + Determine tools and processes to start
  + College space analysis starts next spring, but need standard in place
* Creating pedestrian-friendly mixed use neighborhoods
  + Completed but may need update
* Landscape implementation projects
  + Pedestrian movement
  + Beautification
  + Requires funding
* Increase campus open space
  + In progress
  + Campus Recreation master plan tactic for further study
* Campus master plan needs to be completed
* Strategy 13
  + Title change
  + Planning for heritage tree program
* Lake Raleigh
  + Group has been meeting
  + Study to remove invasive plants as a student multi-semester project

Lisa Maune –

* Mandate or allow designers to come up with suggestions on how to meet sustainability goals?
* Strategy 4
  + Slightly worried about strategy due to large cost
  + Need to work with Paul’s group on energy information/meters/etc.
* Strategy 5
  + Facilities condition assessment groups
  + Develop more holistic project with building deficiencies (i.e. aesthetic versus efficient)
* Strategy 6
  + Implemented already, but looking long term now
  + Need to emphasize recycled materials in buildings more
* Excited about student help and involvement

Jack – The first step is to go back and look at multi-year initiatives and determine building blocks to continue. It’s not about setting goals too high; break them down to make them attainable and achievable. We will be successful, even if it takes a while.

Sarah Ketchem –

* Purchasing and Waste Reduction and Recycling working group joined together
* Tactics underway and have built-in champions, but still need additional champion
* Excited about student involvement

Side question about purchasing in regards to computers and their energy efficiency and life cycle. It was mentioned that a standard has to be met in regards to energy efficiency. There is also a mandate put forth by the governor. It was also mentioned that the University is working with OIT to help determine trends and practices “defensive purchasing” due to hurdles that make purchasing more difficult.

Brian O’Sullivan –

* Intern did most of idea generation
* Monitor but don’t always set performance standards internally, which is starting to change now with sustainability metrics
* Starting the conversation for some tactics toward longer term goals, i.e. parking pricing, parking supply, reducing congestion on campus (ped friendly campus)
* Increasing Wolfline ridership an uphill battle due to variables like number of hours running, cost dependent, more creative route planning

Jack – We need to recognize that there are various groups working on campus that we need to engage and develop a support network for changes that need to be made.

**Other Updates** –

Paul McConocha –

* Passed out energy metrics
  + Energy down 5% from the past year
  + Water down 47% from baseline
* Question from chair about variability
  + Variables are attributed to weather and 850,000 gross square feet (GSF) being added to the University, however dollars per GSF have dropped 12% as compared to baseline
  + EM looks at variables from several different angles
  + New construction on campus is energy focused, i.e. labs and newer buildings
* Sustainability survey being issued to 5k students in October

Jack –

* The USO is helping to match students to projects around campus
* Lindsay Batchelor is currently working on the Annual Sustainability Report
* Still pursuing Phytotron project
  + Evaluation done to look at potential energy savings
    - $400k per year just by updating equipment
    - greenhouses don’t need 60 air changes per hour
    - cut down without degrading research environment
    - using LED lamps consuming 1/10th amount of energy
* Cates CoGen facility
  + $11mil worth of turbines being delivered
  + Facility online next summer
  + Will reduce GHG by 10% ish

Tracy –

* Poole College of Management donating large sum of money to put plans in place for a sustainability center
  + Goal to have all colleges working together to meet common sustainability goal
  + Immediate steps to create a portal for people from outside looking for sustainability course/degree/etc.
  + Might pilot in College of Management and spread
  + Quick update, more to come as it unfolds
* Campus Sustainability Day
  + Friday October 28, 2011
  + Event on Harris Field
  + Halloween theme
  + More to come

Jack – Suggestion to set standing meeting dates and times. What is the right interval to meet?

Response –

* Several people suggest 6 weeks
* People agree to look at schedule to determine dates and times

Meeting Adjourn – 3:36pm