

## Minutes

Thurs., Aug 27, 3:00 – 4:30 PM  
Administrative Building III, Room 301

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Minutes taken by Tracy Dixon

Minutes accompany PowerPoint presentation and handout (online)

### **Attended**

Jack Colby, Bill Winner, Barbara Doll, Blain Woods, Brian O’Sullivan, Barry Olson, Ed Sekmistrz, Wade Fulghum, Nessa Stone, Natasha Herting, Tracy Dixon, Tim Hatcher, Mike Harwood, Emily Dell, Jeff Hightower, David Dean

### **Absent**

Carole Acquesta, Matt Peterson, Centennial Campus rep, Provost rep

### **Notebooks**

Jack - Purpose of notebooks is to keep CEST information. Most documents also available on CEST web site. Recycled notebooks are an example of reuse.

### **Strategies versus tactics** (see slide)

Jack - Define the terms we will use in this strategic plan. Many groups use goals, strategies, objectives, vision, etc interchangeably or with their own definition associated. We will be using the terms strategies and tactics.

Strategic for our purposes is forward thinking for 5 year period. Use 5 year increment because fits with Assessment and Climate Action Planning

Vision is ultimate view (way in future)

Tactics are incremental steps to carry out each fiscal year

Please communicate terms with working group (WG) so we are consistent

### **Discussion**

Bill - Instead of restating the previous CEST meeting’s information want to open up for discussion and questions. For now, focus on phase 1 goal (strategic plan) over next 3-4 months.

### **Charge**

Brian – part of WG is to define how WG is contributing to the ultimate goal and define how contributing to problem. Are we to focus on more practical, less blue sky? Sometimes there is a push to go broad on what tackle.

Bill - point out strategies are what can be reasonable expected over 5 years. Use trajectory over past as indicator to understand what can reasonably expected. Will be different for each group.

Jack - suggest breaking into components. Example for a working group: vision might be zero waste. The strategy might be to divert x% over next 5 years. Tactic would be what do each year to reduce materials to landfill and increase recycling.

Barry – where do mandates come in?

Bill – when we get to the templates part of the presentation we will share framework for what information should be submitted to CEST, part of that will be commitments.

Jack – need to understand framework in which working so will need to bring WG up to speed on what is the lay of the land. One of first steps is to educate about where we are and where we've been.

Tim – are there example strategic plans from other institutions?

Jack – suggest WGs review other campus' plans and learning from them. Can make good examples available

Emily - a lot has already been done around sustainability on campus. How will that be brought to CEST?

Bill – Annual reports, GHG, other reports have been done. The University Sustainability Office can help locate this type of information. However, campus does not have anything like the strategic plan in place. The strategic plan will be looking forward, not like the current information stating where we are.

Jack – if there is an issue that touches most WG we can bring that information to a CEST meeting or bring experts to WG

### **Expectations**

One of first things to do, even before WG fully fledged, learn current activities. Build WG with diverse participation of staff, students and faculty. Jack and Bill scheduled to present to Deans Council on Oct 8. After that can roll out the entire CEST initiative and ask for campus wide participation in WG. Between now and then can assemble WG, gather historic data and begin process of reviewing processes at other universities. After Oct 8 the Sustainability Office will do a campus call for participation.

Tim – does everyone know what WG they are on?

Nessa – several members have expressed interest in joining the WRR WG and she welcomes help.

Chairs will be responsible for pulling together a lot of the information but need support.

Jack – WG and roster in notebook. We would like CEST members not chairing to be on a WG.

Natasha – How will WG overlap be handled (in terms of content)?

Bill – thought a lot about this. At first WGs should work individually. Want to include all resources in theme area without worrying if other groups are considering. But can reach out to other WG. Example for Buildings WG – energy is a component but don't want this group to write strategic energy plan Part of the strategic plan is to have a section on strategic integration addressing this overlap. As groups begin to report back their drafts the overlap will unfold.

Jack – know there are overlaps. Want to bring concepts together so not going in two different directions.

### **Building working groups**

Bill – want to be open and inclusive, can open up to students, faculty, staff and partners. University

Sustainability Office can help identify individuals for participation.

Tracy – let her know about WG meeting dates so will be publically available inline with open meeting formats. If want a member from the Sustainability Office to attend meetings, that can be arranged. Campus blast for WG participation will come through the Sustainability Office following the Oct 8 meeting with the Deans.

### **Time line**

Bill – shared schedule for presenting rough drafts to CEST. ½ WG in November (WRR, Energy & Water, Materials & Purchasing) and ½ in December (Academics & Research, Buildings, Land Use). Please get info to Tracy prior to the meeting so we can distribute. If see barriers to accomplishing this planning work let us know.

### **Rough draft of strategic plan**

see handout

Bill - We'll write introduction, methodology, etc so WG don't need to do writing at that level. Strategies section is where WG contributions will be. WG not responsible for large volume of writing so get can specifically to what your WG is looking to do.

Will want WG reports before trying to write Strategic Integration section.

Page limits not set in stone – ballpark target is couple pages per WG. More or less is fine.

Want to feel like this is manageable in short time frame

### **Strategic integration**

Bill - could have organized plan across WG areas (Energy, Transportation, etc) or components (electricity, fuel, etc). Either way they are interconnected. Either way don't have a plan for the entire sustainability systematic response needed. Doing each plan independently doesn't get to the system. When pull together see if this represents the system if not reshape. Have not lost sight that independent reports are start but might not be systematic explanation.

### **Reporting templates**

see handout

Jack - start with end in mind to understand what deliverable is. This is laying the groundwork for the next round of discussions. Crafting vision statement for WG will help keep the end, ultimate goal in mind. Can have strategies for each component (energy example could have components of demand management, supply management, awareness, etc). Depends on how break down WG topic. Different for each WG. Probably will want to add a metric/indicator to the template so we can track metric over time.

### **WG meeting agendas**

Jack - encourage WG to invite those that represent different perspectives. Hope first WG meetings within two weeks and work on background information leading up to Jack and Bill's Oct 8 meeting with the Deans. As solicit additional participation will already have head start and can brief as more

members come along. Conduct SWOTs in Oct then move into strategies and statements.

### **Next steps**

see slide

Jack – will provide additional direction after Deans meeting. Will communicate if there is a shift in the time line.

### **Open questions**

Wade – focus on vision and strategies in first push?

Jack – get strategic plan going then talking about tactical plans as vet strategic through campus. Third piece is to overlay the climate action planning.

Bill – Deans supportive and think might look to CEST for additional recommendations, think big potential to influence sustainability and possibly efficiency

### **410 Adjourn**