



Campus Environmental Sustainability Team

Jack Colby & Bill Winner, CEST Co-Chairs

September 16, 2009

CEST Agenda

- Welcome (Jack)
- Notebooks (Jack)
- Strategies versus Tactics (Jack)
- Discussion (Bill)
 - Charge
 - Expectations
 - Building WG
 - Time line
 - Rough strategic plan outline
 - Strategic integration
- Templates (Jack)
 - Reporting information
 - WG meeting agendas
- Next Steps (Jack)

WG Strategies by January 2010

Strategies

- End goal, where we are headed
- Longer-term
- Intangible
- Generic action
- Outcome not process
- Can be reasonably expected

Tactics

- Clearer statement of activities required to reach goal
- Shorter-term
- Tangible
- Specific action
- Difference between current status and where we want to be
- Specific and measurable

CEST Charge

- Phase 1: Produce a NC State 5-year Sustainability Strategic Plan by Jan. 2010
- Phase 2: Spring 2010
 - Create tactics for Strategic Plan
 - Participate in the creation of NC State's Climate Action Plan (CAP)
- Phase 3: Revisit Sustainability Strategic Plan once CAP completed
- Contribute to Sustainability Annual Report & other scorecards

CEST Expectations

- Collaborate on the bigger vision
- Fulfill the charge
- Chair or participate in a WG
- Learn about current activities in your WG focus area
- Build the WG with diverse participation from faculty, staff and students
- Engage the WG in an inclusive process and welcome volunteers
- Use the University Sustainability Office as a resource
- Meet deadlines

Building Working Groups

- Chairs should take the lead in building groups
- Univ. Sust. Office also will promote WG involvement
- Tracy will forward interested individuals to WG chairs
- Send WG meeting dates to Tracy for web site posting
- CEST members not chairing a WG should participate in a WG

Time line

Date	Action
11/11/09	½ WG present draft SSP to CEST (WRR, Transportation, Energy & Water, Materials & Purchasing)
12/9/09	½ WG present draft SSP to CEST (Academics & Research, Buildings, Land Use)
1/13/10	Final SSP due to Univ. Sust. Office
2/10/10	Co-Chairs present SSP to CEST
Spring 2010	Create tactics for SSP
Spring 2010	Open forums for campus input
Spring 2010	Begin Climate Action Plan participation
July 2010	Contribute to Sustainability Annual Report
Sept. 2010	Present SSP to Executive Council
Following CAP	Revisit SSP

2010-2015 Sustain. Strategic Plan Outline

See handout

- I. Exec. Summary - 1 page
- II. Introduction/Background – 2 pages
- III. Methodology – 1-2 pages
- IV. Strategies – 1-2 pages per WG/focus
- V. Communications – 1-2 pages
- VI. Strategic Integration – 1 page
- VII. Conclusion – 1 page
- VIII. Appendices

Strategic Integration of WG and Sectors

	Electricity	Fuel	Water
Energy	x	x	x
Transportation	x	x	
Buildings	x	x	x

Reporting template for Working Groups

See handout

- I. Membership
- II. Existing Mandates & Commitments
- III. Current Status
- IV. Vision 5-Year Strategies

Draft presented to CEST: Nov. 11 or Dec. 9

Final written due to Sustainability Office : Jan. 13

Proposed WG Meeting Agendas

- **Now: Build WG**

Within 1 week

- Invite key stakeholders/ who should participate?
- How do we ensure our WG is inclusive?
- Arrange first meeting

- **1st meeting: Where are we?**

Within 2 weeks

- Review CEST & WG purpose
- Set standard for inclusive process
- Educate about current projects



Propose WG Meeting Agendas

- **2nd WG meeting – Where are we?**

By mid October

- Where are we (SWOT - strengths, opportunities, weaknesses, threats)?
- What are our current mandates, commitments
- Begin conversation about where want to go

- **3rd & future WG meeting: Where do we want to go?**

By early November

- What is our WG vision?
- What are our 5-year strategies

Proposed WG Meeting Agendas

½ WG present draft SSP to CEST

Nov 11 WRR Energy & Water Materials & Purchasing Transportation	Dec 9 Academics & Research Buildings Land Use
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4TH meeting – Finalize Strategies based on CEST comments

Chair submit final version to Sustainability Office (using template) by
January 13

Next steps & meetings

Meetings

- Next CEST meeting:
Mon. October 19, 3:00

*Standing CEST meetings are the 2nd
Wed. of the month at 3:00 pm*

Next Steps for Sept 16 meeting

- Continue building WG
- Set up WG meetings
- Notify Tracy of WG meetings to get on web site