

**Sustainability Committee
Meeting Minutes #8
President's Conference Room
October 31, 2008 3:00 – 4:00 p.m.**

Attendees: * indicates attendance, - not in Meeting Maker

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Cc: President's Cabinet

Item #	Description	Responsible	Completed
6.5.7	<p>Plant Services is currently in the process of writing a Business Plan for a <u>permanent sustainability position</u>. A job description will need to be written and then HR will need to classify the job. F. Nunez expects to fill the position in Oct-Nov. approximately. Funding is available for two years and then the position should create its own funding. 6/20/08 C. Thunen would like to work with F. Nunez during August/September months to assist with this effort. F. Nunez and C. Thunen to work together to make this happen. 8-9/08 F. Nunez indicated that funding was no longer available for C. Thunen to assist with this effort.</p>	F. Nunez	6/20/08 In Progress
6.5.9	<p><u>Sustainable practices - Fresh & Natural</u>. The food services vendor has switched to environmentally friendly food containers (biodegradable), is purchasing organic fruits and vegetables and has visited De Anza to see other practices they can adopt. Vendor is working to be more sustainable. Metrics sheet(s) need to be filled out and data monitored.</p>	M. Casey/C. Thunen	In Progress
6.5.10	<p><u>Waste diversion</u>: 10/31/08 With single stream recycling through Los Altos Garbage, can any metrics be reported? Waste diversion for construction & renovation projects are being captured.</p>	F. Nunez	In Progress
6.20.2	<p><u>Water Use Reduction</u> – Landscaping and ADA access will be implemented under Measure C. Goals:</p> <ol style="list-style-type: none"> 1. Well water will replace domestic water use. 2. Irrigation will be tied to a weatherhead to alleviate watering during rain. 3. Existing trees are long past their life expectancy. Many are diseased or decaying and must be removed. (Exception Library 	F. Nunez/ B. Visas/F. Niccoli	In Progress

	<p>area.) New trees should be “native” and require less water.</p> <p>4. Grass areas, knolls, allow substantial water runoff. Suggestion during Measure C to use more native planting areas and slowly reduce grass areas.</p> <p>5. “Metropolitan areas” outside of Division offices could be landscaped to reduce water as well.</p> <p>6. Landscape by all buildings will be removed. Deep planters are safety hazards to pedestrians and wheelchairs alike. The planters will be filled in. A recommendation for backfilling the areas is needed. No more ivy which will discourage rats.</p> <p>Action: F. Nunez to review above recommendations with the Admin Council to get buy-in. Both the Buildings and Grounds Committee and the Sustainability Committee need the Admin Council to endorse issues from these two committees and include them in Campus ethics and priorities.</p>		
6.20.3	<p><u>Organic Garden</u> – C. Thunen has discussed the issue with OH, as unit credit for their student involvement. M. Casey suggested non-credit class for students and community, but must be discussed with D. Swett (she is in charge of non-credit curriculum). Name change suggested from Community Garden to Sustainable or Organic Garden. F. Nunez suggested the land behind the ETS trailers, 5,000-7,000 s.f. of land. Implementation would need to be done as a project, with drawings, specs, etc. (Waterline, fencing, underground fencing as rodent deterrent, soil enhancement, Cost Estimate, etc.) Benefits:</p>	M. Casey/C. Thunen	In Progress

	<ol style="list-style-type: none"> 1. Utilize Vet-tech animal manure as fertilizer/compost. 2. Compost decaying vegetables grown on site as well as food prep wastes from Fresh & Natural and coffee grounds from KJ Café. 3. Product could be sold in conjunction with on-site Farmers Market. 4. A percentage of the product could be given to a local Food Bank. 5. Demos a sustainable ecosystem project <p>10/9/08 The entire meeting was dedicated to reviewing the issues with an organic garden. The location was changed to the other side of the hill from KCI. C. Thunen will work on a business plan (policies and procedures). It looks like the OH department will participate in the development and operation. F. Nunez will work on a design layout. Layout should be available within 2-3 weeks for the Committee to review. Layout to include aisle ways large enough for wheelbarrows, water line, composting area, fencing. The hillside will require terracing. We will work on garden implementation through winter with our first planting target to be spring '09. People who indicated they would like to participate on opening day will be contacted to work on the garden as a subset of the Sustainability Committee.</p> <p>10/31/08 F. Nunez brought sketch of potential garden space and a list of issues to be addressed. (Attached). The location will be on the backside hill from KCI. This project will be further developed in a break out session. Contact C.</p>		
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	<p>Thunen if you would like to work with this sub-committee. S. Connell thought there might be an opportunity for a class to participate in the tiered structure/production of the garden.</p>		
6.20.4	<p><u>Farmers Market</u> – C. Thunen has been talking with Pacific Coast, Urban Village, and California Farmers’ Market Association. A survey will be taken in the Fall to see if this is something we want to pursue. Action: Need write up and Admin Council approval. Benefits: Urban Village would consider a small scholarship. Great PR value to the community. Saves time and gas for faculty/staff/students to buy locally. Location and parking is an issue. Any use of the parking lots must be reviewed and discussed with the Police Department since they are dependent on parking fees for the operational revenue. 10/31/08 Survey to be conducted. This project will be developed in a break out session. Contact C. Thunen if you would like to work with this sub-committee.</p>	C. Thunen	In Progress
10.31.1	<p>The Committee participated in a field trip to a Sustainable Green “Trade Show” in Redwood City during the summer. One of the products was a ‘<u>Big Belly</u>’ solar trash compactor. K. Smith has discussed a lease to own program with the vendor and at the very least, an onsite loaner for a few days to try it out. The units are approximately \$4,500 new. This reduces maintenance effort of having to empty trash cans as often. We would like to locate one near the Campus Center dining area. The units are used throughout various cities and airports. F. Nunez committed to the lease funding. Action: K. Smith to work out the details and obtain a proposal from the vendor, work with</p>	K. Smith	In Progress

	Maintenance to get the unit here.		
10.31.2	One-sided office paper has been picked up by the <u>Transition to Work Students</u> managed by K. Smith. 1,100 sheets were picked up (approx 2 reams of paper) and taken to the Print Shop for binding. The TWS team has another 22,000 sheets for binding. <u>Pads</u> will be distributed to college departments for scratch paper, etc. K. Smith was concerned about the cost charged for binding. B. Visas has talked with the Print Shop Supervisor (D. Cohn 10/31/08) and the charge will be returned and no further charges will be applied.	K. Smith	On-going
10.31.3	<u>Borrow a Bike Program:</u> K. Smith suggested implementing a bike program for students & staff, where bikes could be leased or rented, encouraging people to leave their vehicles home which morphed into the VTA bus passes and the need for a transportation survey. 1) Our Campus is not bike friendly yet. One of the Measure C projects is to build bike lanes. Until this has been completed and we have a safe environment for bike riding, we should not pursue a Bike Program. 2) R. Cormia will be implementing a Transportation survey. S. Connell suggested having representatives count the number of people at each of the 3 bus stops at specific hours to get an accurate count of bus riders.	K. Smith/R. Cormia	In Progress
10.31.4	<u>ISO 14000:</u> R. Cormia This effort will be put on hold until the Sustainability Management Plan has been developed.	R. Cormia	Hold
10.31.5	<u>Single Stream Signs for Garbage Cans</u> have finally arrived from Los Altos Garbage Company. C. Thunen and M. Casey will be making sure the signage is put on the cans in the very near future.	M. Casey/C. Thunen	In Progress

	<p>If you can assist them, please give them a call. 11/3/08 C. Thunen and J. Carr affixed 10 Single Stream signs to recycling cans near Admin and the Library. Garbage Only signs were also affixed to trash cans. Concern is that it is difficult to standardize on which are for trash and which are for recycling. Additional signage will be posted after we allow for any suggestions, comments, and feedback from the Single Stream signs posted today.</p>		
10.31.6	<p><u>Sustainability Policy</u> must be developed, reviewed with the Roundtable and signed off by the College President. This document will be part of the Sustainability Management Plan. This is a priority. B. Visas to schedule meeting within the next 2 weeks to begin a draft.</p>	B. Visas/R. Cormia/F. Nunez/ K. Smith	In Progress
10.31.7	<p>A <u>Sustainability Management Plan (SMP)</u> must be completed by June 09. If you are interested in helping draft this document please contact B. Visas. We will be modifying the De Anza SMP (with their blessing) for our use. We may want to consider using the STARS tracking system. We will focus on 7 primary areas and Action Plans with a Do & Document Philosophy. The areas are:</p> <ol style="list-style-type: none"> 1) Green Building Construction/Renovation – B. Visas 2) Community & Civic Engagement – C. Thunen 3) Hazardous & Solid Waste Reduction – F. Nunez 4) Energy Conservation & CO2 Reduction – R. Cormia 5) Water Use Reduction & Control Ecological Responsible Landscape – F. Niccoli in conjunction with the Landscape Architects for Measure C project 6) Transportation – R. Cormia 7) Procurement - _____ <p>We are looking for someone to begin working with Procurement to implement</p>	B. Visas/R. Cormia/F. Nunez/K. Smith	6/09

	greener processes and specifications. (For example specifying and purchasing only Energy Star Appliances, etc.) Please let B. Visas know if you would be interested in this position. You would need to document efforts, monitor and report results.		
10.31.8	<p><u>Campus Volunteer Opportunities</u></p> <p>1) Daffodil bulb planting at the Gymnasium sign hillside on Saturday, November 8, 2008. Contact A. Horng for more information. A. Horng will contact F. Nunez to make arrangements to borrow tools from the Grounds Department.</p> <p>2) Native Plant Garden at Parking Lot 5 11/2/08, 11/15/08, 11/30/08 from 9:00 – 1:00 p.m.</p>	A. Horng (ahorng@gmail.com)	11/08/08
10.31.9	<u>Recycling Analysis</u> will be done by G. Schultz class. G. Schultz can also assist in bus rider surveys, etc. Contact her if you need her assistance.	G. Schultz	In Progress
10.31.10	Next Meeting: Monday 11/24/08 3:00 – 4:00 p.m. Presidents Conference Room, Building 1900	Team	Information