MEETING MINUTES
Campus Conservation Committee
June 13, 2013
BMU 209, 10:00 to 11:00 pm

PRESENT: Dale Wymore (Business Services), Elizabeth Ritter (CCC Assistant), Michael McNairn (Procurement), Bret Jensen (AS Representative), Jesus Torres (AS Recycling), Duane McCune (Procurement), Kaitlein Haley (AS Environmental)

NOT PRESENT: Eli Goodsell (AS Sustainability), Durbin Sayers (FMS), Chuck Grant (Housing), Fletcher Alexander (Sustainable Development), James Engelking (SCOOPS; Co-director), Melissa Taylor (Accounting Operations), Marie Patterson (FMS), Amanda Leonis (SCOOPS; Co-director), Richard Perrelli (Environmental Health & Safety), Jason Smock (Property)

Approved Minutes 5-10-13

1. Business
   a. Summer meeting schedule
      i. July 18th meeting is cancelled. Waste recommendation subcommittees are encouraged to meet during this time for presentation at August 15th meeting.
   b. 2012-2013 Waste Reduction Recommendations Updates:
      i. Trash and Recycling Bin Plan
         1. Establish 1:1:1 ratio of trash bins to cans and bottles throughout campus.
            a. Jesus reported a funding from a Sustainable Funding Allocation Committee for campus recycling bins. Dale encouraged working together with Eli, and Jesus in regards to standardizing opportunities.
            b. Kaitlein presented student request and need for compost bins outside of BMU.
         2. Remove trash bins from inside classrooms.
a. Jesus will head the committee and set meeting with Durbin and Richard in July.

3. Reduce trash bins from individual desks in offices.
   a. No members available to report.

   a. Elizabeth presented preliminary findings of the various trash and recycling bins on campus.

ii. Paper Towel Composting
   1. Extend paper towel composting.
      a. Jesus will report on service time and cost.

iii. University Housing
   1. Waste stream management procedure review.
      a. No members available to report.

iv. 2010-2011 Carry Over Recommendations
   1. Develop Environmentally Preferred Purchasing (EPP) campus guidelines.
      a. The Purchase 30% Recycled Paper Announcement ran the last week of May and 2nd week of June.

v. Surplus Furniture/Equipment
   1. Increase surplus property viewing.
      a. Dale commented for Property Management as to the success of Facebook in increasing Surplus viewing.

vi. Campus Paper Waste
   1. Double-sided printing as academic standard.
      a. No members available to report.
   2. Eliminate bulk deliveries of promotional mailings to staff/faculty only areas.
      a. Melissa reported via e-mail; UPE/Box-office verified:
         i. All mailing addresses are up to date.
         ii. Use campus print shop for staff and faculty distribution.
iii. Kaleidoscope, Chico Performance brochures are available in racks at the BMU, Laxson and Harlem Adams Theater only.

3. Distribution lists should be routinely reviewed by departments in order to eliminate duplicate recipients.
   i. Due to the large difference between the Box Office and Print Shop software it is cost consuming and budget limiting to cross-reference home delivery versus campus delivery addresses.
      1. Opt Out requests can be presented via e-mail.
   ii. Opt Out opportunities for Alumni mailings at SAPP Hall to be determined.
   iii. Departmental Listings are the responsibility of each department. ANSE (separation) documents are updated to notify appropriate area to remove folks from departmental listings/campus directory.

4. Encourage use of electronic forms and collaborative editing through the use of the University’s Site Wide Adobe License.

2. Announcements
   a. Bret announced the success of Excursion Diversion. Approximately 18,000 lbs. were diverted from landfill; this does not to include recyclables picked up by Recology.

3. Next Meeting – August 15, 2013 from 3:00 p.m., BMU Room 302.