



KPU Environmental Sustainability Committee

Monday, September 9, 2013 @10:00 a.m.

Surrey Main, Room 213

Minutes

Attendees:

Karen Hearn (Co-Chair)	Paul Richard
Betty Worobec (Co-Chair)	Richard Hosein
Heather Harrison	Scott Gowen
Maggie Fung	Steve Dooley
Marlyn Graziano	Gidget Maguire (minutes)

Regrets:

Jeremy McElroy

1. Approval of Agenda:

- Agenda approved

2. Approval of August 30, 2013 Minutes:

- Minutes approved

3. Discussion on 'how' the Committee can accept, vet and act on submissions:

- Scott suggested that Maggie could have a tech person that could help create an idea submission process so that the university could see reports and provide ideas and suggestions and we would be able to use this as a tool.
- It was noted that students do not have access to SharePoint. Should we have the students provide their submissions through KSA if they don't have access to SharePoint?
- We need to have the 2 students hired to do the website and support it so we can use the tools. The website needs to be linked to the students and staff.
- We need a process to accept ideas from everyone so everyone is included.
- We are committed to including everyone but need the personnel to get it up and created before we can get ideas from staff/students.
- **Scott** could check with Kathleen Bigsby as she was looking at new software for KPU.
- It was discussed that instead of their being two separate camps on this. We should have it be joint KPU/KSA sustainability office so we have a one-stop-shop similar to the Campus shuttle which is joint but KSA runs.
- It would need to be one central location on KPU web with links to KSA and this committee etc. We should look at the Pen State sustainability page as an example of how a sustainability page should be: <http://sustainability.psu.edu/>.

4. Plan the official launch of the Committee and associated events:

- Marlyn advised that the draft final agreement with Fortis and it is with Fortis for review and approval. Melody Oshiro is ready to support us once we have the ball from Fortis. We are going with 2 students, one of them will be Saima.
- **Marlyn** has been asked to add some more information to the Work Description.
- We are targeting the Fall. First piece is getting the funding for the Fall and then will give room for the Spring.

- Discussed Earth Day (April 22nd) however that may not work because of exams.
- KPU sustainability week would be October 21-25th with the national day being October 23rd.
- Richard advised that the student group is talking about doing something using the Multi-Task fund with students.
- Committee discussed the need to coordinate the student activities with the committee so that we are working together and not competing.
- **Paul** mentioned to Richard that he is going to send some of his students that are active in sustainability to KSA (Richard) and have them then join his student group for sustainability.
- Discussed that we should have a subcommittee meeting on first steps:
 - the announcement of Dr. Davis that KPU now has an Environmental Sustainability Committee (open to communication techniques on how to approach this and how best to get the message out in many ways to KPU and outside KPU);
 - Announce KPU's sustainability week; and
 - Announcement of the Saima's report.

Who should be on the committee or should this be discussed by all of us?

- Keep it internal to KPU then after we could release a press release to the community advising of the new KPU Sustainability Report and highlight the sustainability week success. If you are bringing in big name speakers then it could be posted externally for it was discussed that for the first sustainability week at KPU we wanted to keep it small and if it works then great we could do a Spring week and Fall week etc.
- Discussed that we should have something on all campuses.
- Discussed that we could have sustainability fair or trade show similar to epic fair but smaller on one of the days.
- Are we going to be doing something daily? We would need to check on space.
- **Gidget** to give the heads up to Marnie in Facilities that her team will start getting calls from committee/KSA to book space for Sustainability activities the week of October 21-25th.
- If KSA is willing to use same time period for events we could work together and they would have help with it also.
- We could use this event as promoting the fair trade symposium at KPU the following week (October 29th).
- We could do tours of the buildings showing all of the advancements in sustainability utilized.
- The horticultural students had a tour of ISH labs and Paul would like them to have the tours showing KPU sustainability.
- We could also do YouTube quick sound bites.
- Students will hopefully be hired this week.
- Discussed that we should come up with a "to do/wish" list for the students and track them and when we have our first meeting with the students we can give them the list. Sub-committee set up to work with students and organize "to do/wish" list. Sub-committee: Betty, Marlyn, Heather and Alex).
- **Committee members** to provide Marlyn and Betty with their "to do/wish" list items and **Marlyn** will pull together list.
- Students and sub-committee to put together project plan/timeline including: sourcing, funding, people etc. Committee does not need to see the plan and vet it as it trusts the process.

5. Staffing Options/Identification of Needs:

- Heather, working with Fortis, found a way to have it fit within our mandate. What resourcing do we need so when the Fortis funding is done we will know where the money is coming from.
- We would not get co-op students this semester.
- We could contract someone in.

- Committee wants to see Saima's report stay current and request to get funding to get Saima a few hours a month to keep it updated.

Internship:

- Discussion that we could offer a graduate an internship for two years in a KPU position reporting to Dr. Davis. We could recommend a grad intern to be hired for sustainability.
- Could have a sustainability institute – oversee academic programs in sustainability – more academic with point of view targeting the sustainability designation. Could come up with sustainability competency.
- Committee agreed that they want to recommend an internship for consideration to the President. We would need to pull together exactly what it is we would want this person to do and define the role.
- **Paul** will do the first draft of outline of what the role would be and send to Karen and Betty for a first draft to ensure we are keeping within our vision.
- **Karen/Gidget** to provide Paul with Saima's work description, Terms and Reference of this committee and the original sustainability survey.
- Richard advised KSA is looking at hiring a sustainability consultant for KSA and they are drafting the work description right now. **Richard** will share the work description with Paul.
- We wouldn't be able to give projects to the intern until next fall so the work for now would be done by the two students – website, plan, etc.

6. Vancouver Community College – Composting:

- Karen provided an article from the Vancouver 24 Hours.ca “Campus recycling program reduces organic waste in landfills”, by Jacqueline Won, August 1, 2013.
- Committee agreed that this continues to be the #1 priority.

7. Other Business:

Steve Dooley resigning:

- Steve Dooley confirmed that he will be leaving KPU and going to SFU and was resigning from the committee. Committee wished him well and noted that it would be good to keep in touch and possible have him be the conduit from the SFU campus. Steve will touch base with his new bosses once settled and see if that is possible.
- Committee discussed not to have alternates when people leave the committee. Everyone was hand-picked for the expertise. The committee was meant to be small to increase the odds of getting people available at the same time for meetings.

Miscellaneous:

- Saima, Karen and Betty's presentation of her report to the president went very well.
- Committee reviewed its Terms of Reference reaffirming that we are on task. Role of the committee is an advisory one and to create connectivity.
- Phoenix Society wants to do composting and looking to KPU for expertise.
- Paul and his students are looking into composting – they will interview Scott.

Next Meeting:

- Michelle to arrange the next meeting the first week of October (at the latest two weeks before event on 21st).
- Marlyn on holidays the first 2 weeks of October.

Meeting adjourned: 11:10 am