



## KPU Environmental Sustainability Committee

Wednesday, October 2, 2013 @9:30 a.m.

Surrey Cedar, Room 1140

### Minutes

#### Attendees:

Karen Hearn (Co-Chair)      Jeremy McElroy  
Betty Worobec (Co-Chair)      Paul Richard  
Heather Harrison      Gidget Maguire (minutes)  
Maggie Fung

#### Regrets:

Marlyn Graziano  
Scott Gowen  
Richard Hossein

1. Approval of Agenda, dated October 2, 2013:
  - Agenda approved.
2. Approval of Minutes, dated September 9, 2013:
  - Minutes approved as amended.

**Follow up action item:** Scott was to check with Kathleen Bigsby about new software.

3. Plan the official launch of the Committee and associated events:
  - Eagle eye has been created and should be posted any time.
  - Posters have been created and should be printed by the end of this week.
  - A slider for the KPU homepage has been created but a link to a website/page must be added.
  - **Maggie** to help Saima and Alex create a website accessible to them for updating.
  - **Betty** to contact Keri van Gerven, about the President making a formal announcement.
  - After the formal announcement has been done, **Michelle** will submit today@kwantlen messages advertising Sustainability Week.
  - Heather is going to contact Saima and Alex about AASHE, and using some ideas from their website for events.
4. Staffing Options/Identification of Needs:
  - Draft job description was sent to the President.
  - More research needs to be done as to what type of employee this person would be and how it would be funded.
  - **Karen** to work on a draft budget submission for this job. She will email the draft to the committee before submitting with the final budget. However, the budget will not be approved until Spring.
  - Jeremy is currently working on a budget submission for a KSA Sustainability Coordinator, which should be posted next week.
5. Replacement of Steve Dooley
  - Farhad Dastur offered to replace Steve, however the Committee agreed that there was enough faculty representation.
  - Karen recommends leaving the position open until the committee can identify a gap in skill sets or connections.

- **Betty** to contact Farhad.
  - The committee also acknowledged that Richard may not have time to sit on this committee and a new KSA student may need to be appointed.
  - **Jeremy** will discuss this with Richard.
6. Discussion of 'how' the Committee can accept, vet and act on submissions
- This item is to be forwarded to the next Committee meeting
7. Other Business
- Paul discussed how he is talking with his students about setting up a booth during Sustainability Week where his students will conduct research on solid waste management. They will use the information gathered towards their research project next semester.
  - Karen would like to train students on the Sustainability features of the Surrey and Cloverdale campuses and help with providing tours.
  - Betty suggested Karen contact Kurt Penner in the Office of New Students who trains student guides for Open House and other events on campus. The sustainability information could be added to their already existing tours.
  - It was suggested that videos could be taken of the tour and uploaded to the website.
  - It was suggested that Paul investigate if one of his students would be interested in turning this into a student research project.
  - Michelle to contact IET about creating a Sustainability Committee SharePoint site.

Next Meeting:

- Gidget to arrange the next meeting

Meeting adjourned: 10:42 am