

**Environmental Affairs and Sustainability Committee (EASC)**

**Meeting Minutes:** March 28, 2012 3:00Pm – 4:30Pm

**Location:** 194 General Services Building

**Members In Attendance:** Jason Hubbart, Maureen Kotlas, Gary Ward, Benjamin Moore, Paul Coleman, Rachel Brekhus, David Beversdorf, Jan Weaver, Ben Datema

Guests: Todd Houts

**I. Call to Order**

- a. Meeting called to order by Chair Jason Hubbart at 3:04PM  
Minutes recorded by Maureen Kotlas (additional supplied by Rachel Brekhus and Jason Hubbart)

**II. Approval of Minutes**

- a. Minutes were distributed through email prior to the meeting and hard copies were provided at the meeting.  
*Motion to approve from Benjamin Moore, seconded by Gary Ward. Motion passed.*

**III. Reports (informational only) by Officers and Ex Officio Members**

- a. Jason Hubbart, Chair  
Dr. Hubbart spoke about defining the focus of the committee which should include a review of the charge and focus as well as procedural issues. Also spoke to the need to appoint a Secretary for the committee and that interest has been expressed by student member Tina Casagrand, MSA representative. Members agreed with the choice for Secretary. Note: that meeting Agenda items need to be supplied prior to meeting. Additional topics are of course welcome if time permits. Meetings are scheduled to not last more than 2 hrs.
- b. Maureen Kotlas, Director of Environmental Health and Safety (EHS)  
Ms. Kotlas introduced EHS Assistant Director for Environmental Management Todd Houts. There was agreement by the committee that Mr. Houts should be added to the committee membership as he offers subject matter expertise. Ms. Kotlas explained that she would continue to be involved with the committee and that she would work with Mr. Houts in developing the EHS report.

Mr. Houts provided a written overview and summarized the role of the EHS Environmental Management section (included with minutes). Dr. Hubbart asked that this be a continuing item for the next agenda with more details provided at the next meeting. Mr. Houts and Ms. Kotlas agreed.

**IV. Unfinished (Old) Business**

- a. Establishment of a communications/outreach subcommittee and report on sustainability initiatives from Steve Burdic  
Mr. Burdic was not in attendance. These items are deferred to the next meeting.

**V. New Business**

- a. Hubbart presentation: The evolving EASC (where we've been, where we are going).  
The presentation (included with minutes) and accompanying discussion addressed the origins of the committee, leadership and hierarchy, legacy effects and the changing committee charge. Dr. Hubbart proposed that the charge be reviewed each year.

## Environmental Affairs and Sustainability Committee (EASC)

**Meeting Minutes:** March 28, 2012 3:00Pm – 4:30Pm

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### b. Creating a Committee Memory Document: Policy – By Law Manual.

Dr. Hubbard explained that this document would help to avoid future confusion, would clarify the charge, identify member roles and obligations, and provide committee transparency. A draft template of the EASC Operations and Policy Manual was circulated to the committee.

Dr. Hubbard discussed annual revolving duties of the committee to include:

- Climate Action Plan review and oversight
- Review and organization of education and training programs related to the committee's charge
- Campus management – planning objectives
- Member issues of interest

Dr. Hubbard asked for members' support to proceed with the development of bylaws and an operations manual. Support was given (100% positive vote). A *working* draft including (but not limited to) the EASC Charge and proposed policy regarding charge modification will be circulated at the next committee meeting. EASC members will be given opportunity to review and edit all proposed EASC policies. Policies will be approved by electronic voting.

### c. Teaching and Research across Campus that include sustainability (or equivalent)

Mr. Ward mentioned the STARS rating system, which the University participates in, and the need to collect information about ongoing efforts in curriculum and research.

This will be an ongoing role for the EASC, to quantify and monitor long-term teaching and research efforts.

### d. Recycling in the medical center (David Beversdorf)

Dr. Beversdorf talked about difficulty in finding recycling containers in the hospital. Mr. Ward reported that the hospital administration has approached Campus Facilities about starting a recycling program.

This will appear on the next meeting agenda under Old Business for further discussion and updates.

### e. Meeting schedule:

- a. Dr. Hubbard will send proposed dates for an April meeting through "Doodle".

## VI. Student Organization Reports

### a. Ben Datema / Student Life discussed student involvement and participation in sustainability related initiatives.

It was discussed that Mr. Datema's position should be added as an Ex Officio member. This will be developed in the By Laws along with other clarification about membership, voting, etc. for future approval by the membership.

**Environmental Affairs and Sustainability Committee (EASC)**

**Meeting Minutes:** March 28, 2012 3:00Pm – 4:30Pm

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Dr. Hubbart concluded his remarks by mentioning that there may be a standing agenda item in the future to provide an opportunity for comments from student groups and guests. This Agenda item will be placed at the end of the meeting.

**VII. Meeting Adjournment**

Dr. Hubbart adjourned the meeting at 4:28PM.