

# VCU SUSTAINABILITY COMMITTEE MEETING MINUTES

April 7, 2009  
10:25 a.m. to 12:45 p.m.  
Rice Center

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<b>Meeting called by:</b>	Provost Dr. Stephen D. Gottfredson and Senior VP for Finance and Administration Mr. John M. Bennett	<b>Type of meeting:</b>	VCU Sustainability Committee Meeting
<b>Facilitator:</b>	Mr. Ed Bennett	<b>Note/Presentation taker:</b>	Morgan Duke and Zachary Becker
<b>Attendees:</b>	Dr. Helen Ruth Aspaas, Carl Beckelheimer, Ed Bennett, Roberto Celis, Tom Diehl, Alex French, Dr. Clifford Fox, Jacek Ghosh, Meghan Gough, Dr. Jeffrey Green, Steve Heinitz, Jerry Helton, Tamara Highsmith, Paul Jez, Betty Lowther, Dr. Rachel Maddux, Dr. Jacqueline McDonnough, Allison Patel, Melissa Phillips, Carl Purdin, Amanda Schutt, Jordan Starbuck, Brantley Tyndall, Russell Uzzle		
	Guest: Michael Crowley (EH&E), Dr. Catherine Dahl, Bob Foster (EH&E), Dr. Lynn Pelco, Staff: LaTasha Wyche		
	Absent: John Bennett, Jim Bryan, Melissa Celik, Lori Forbes, Ed Gibbs, Dr. Stephen Gottfredson, Dr. Mort Gulak, Dr. Catherine Howard, Noel Knille, Brian Ohlinger, Amanda Savage, Hilary Stempel, Camden Whitehead, Mark Willis		

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## MEETING MINUTES

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- ✓ Call to order at 10:25 a.m. by Ed Bennett.
- ✓ Greetings and welcome by Ed Bennett.
- ✓ Introduction of Committee members.
- ✓ Jordan Duke created a Facebook account to market and promote what we do at VCU and invite people to join the Web site. This will update students on special events, such as Recyclemania and Earth Day.
- ✓ Minutes from the February 3, 2009 meeting previously presented without objections.
- ✓ Sub-Committee Reports
  - **Administration Sub-Committee by Ed Bennett**
    - ✓ Presented sub-committee meeting minutes (3/26/09 - attached)
    - ✓ Discussion re: the draft letter (under signature of the SVP F&A) to be sent to VCU Foundation Presidents, not to mandate but to encourage them, to consider sustainability when selecting companies to invest the VCU endowments
    - ✓ Discussion on the visibility regarding the use/purchase of recycled paper campus-wide
    - ✓ Discussion on issuing the RFP for a Climate Action Plan consultant

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- ✓ Reviewed the Environmental Impacts and Social Investments Studies of the companies that the VCU endowments are currently invested in. The studies were prepared by Morgan Duke, Campus Sustainability Intern, which delineate what companies are doing in select sustainability categories
    - Dr. Fox proposed using this study as a baseline for the Shareholder Engagement category of the Green Report Card in order to demonstrate improvement over time
  
  - **Climate Action Plan Sub-Committee by Carl Beckelheimer**
    - ✓ Presented sub-committee meeting minutes (3/19/09 - attached)
    - ✓ Sub-committee will meet on the third Thursday of every month
      - Meeting established to gather information for the Climate Action Plan and establish goals to become carbon neutrality
    - ✓ Recommended that 2008 is the baseline year
    - ✓ Recommended that VCU adopt 2050 as the long-term goal to become carbon neutral
    - ✓ Discussion of various carbon neutral dates and goals that lead to the recommendation of 2050; the projection that technology may advance and accelerate solutions towards carbon neutrality; and the sub-committee's input on interim goals
    - ✓ Recommendation by Mr. Celis to have a presentation to the VCU community on the Committee's progress during Fall '09 for incoming Freshmen and as a lead up to Earth Day in April '09. Ms. Starbuck mentioned that the Committee could also use the Facebook page to track progress
    - ✓ Discussion on hiring a consultant to help develop the Climate Action Plan as well as developing a Scope of Work for an RFP to be provided to the Committee for review. This is a lengthy process and the selection committee should have representatives from each sub-committee. Final selection would be made by the Committee.
  
  - **Education, Research and Community Engagement Sub-Committee by Dr. Jacqueline McDonnough**
    - ✓ Presented sub-committee meeting minutes (3/18/09 - attached)
    - ✓ Presented Data Collection
      - Students – Using an initial survey of the Focused Inquiry Class to establish the level of student engagement with sustainability as a baseline, incoming freshmen would be urged to perform positive sustainability actions that could be measured over time. The student would be followed until graduation tracking their sustainability behavior. The first data collection would be in Fall 2009
      - Faculty – Secure a line in the Faculty Annual Report asking questions on research, publications and community engagement as related to sustainability. Spoke to Steve RiCharde where a faculty member would report such activity
    - ✓ Discussion on adopting the sub-committee's definition of Sustainability is (see attached minutes for full definition with bullets points) – Sustainability is the goal of maintaining a good quality of life for those who presently experience it, while expanding that quality of life to those who lack it; understanding and respecting the needs of future generations and the limits of natural systems within which quality human lives are necessarily embedded and dependent
      - Provide feedback on the recommendation prior to next meeting for a resolution re: the proposed definition
  
  - **Waste, Foodservice and Transportation Sub-Committee by Tamara Highsmith**
    - ✓ Presented sub-committee meeting minutes (3/3/09 - attached)
    - ✓ Registration of Market 810 with VA Green Dining
      - Membership Fee Issue – If the annual fee is \$2,500, what is the value we would get out of it? Could we put these funds towards another initiative? We would like to further evaluate what is the true value prior to registering
    - ✓ Water faucets with automatic on/off sensors were installed in Shafer Court and Market 810
    - ✓ Participated in Earth Hour

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- The National Wildlife Foundation International Event on March 28, 2009 at 8:30 p.m. They encouraged one to turn off the lights for an hour, but because of student safety, VCU maintained emergency lighting
  - ✓ Waste Initiative
    - Steve Heinitz has assisted in student move-out collections and diverting reusable products at the Residence Halls
    - Collection of unused food products that could be donated to local food banks/pantries
    - As of April 1, 2009, all contractors will recycle construction and demolition (C&D) debris (Construction – Gilbane and subcontractors in the Construction Group will do this on any renovation – small or large)
    - Including surplus property (wood waste) – Working with East Recycling in Chester, Va.
  - ✓ Transportation
    - Reserved Parking for Low-emitting and Fuel-efficient vehicles will be available in 5 percent of parking spaces campus-wide
    - New Construction – Carl Purdin commented with new projects they are working with Transportation on this parking initiative as part of the LEED Certification process. LEED recommends either no new parking with new construction or alternately preferred spaces for low-emitting, fuel-efficient vehicles.
    - Ultimately, the goal is to have a campus wide policy – currently it is in the “draft stage.”
    - Truck Contract – As the contract expires, it is proposed to convert the trucks to electric vehicles. Also working with GRTC on reducing emissions from its vehicles
    - EO48 on recycled paper - Tom Diehl is still working with Procurement on the recycled paper initiative. VCU is trying to encourage vendors that VCU wants to purchase only recycled paper and the goal is a minimum of 30 percent recycled content paper campus-wide
    - Dr. Fox commented that not only recycled paper products but also ensuring printing and copying equipment is considered when purchasing and that it is compatible with recycled paper.
  - ✓ Working with VCU Creative Services on a fully operational Web site for VCU Sustainability at [vcugoesgreen.vcu.edu](http://vcugoesgreen.vcu.edu)
  - ✓ Biography, introduction, and presentation of Michael Crowley from Environmental Health and Engineering, Inc. (See attached presentation)
  - ✓ Next meeting is tentatively scheduled for the last week in June with Executive members (Sub-Committee Chairs) and all others who are available in the summer. The next full Committee meeting will be scheduled a week after Labor Day in the Fall '09 semester.
  - ✓ Break for Lunch
  - ✓ Presentation of the VCU Rice Center – Carl Purdin
  - ✓ Other Business and Announcements
    - Residence Halls have gone green on cleaning supplies.
    - Residence Halls are currently replacing lighting with more efficient fixtures and bulbs and using a contractor for proper bulb disposal
    - Max-R Advertisement used the VCU logo on its exterior recycling receptacles at trade shows and trade journals
  - ✓ Meeting adjourned by Mr. E. Bennett at 12:45 p.m.

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**VCU Sustainability Committee members (rev. 3-10-09)**

<b>Co-chair</b>	<b>Provost and VP for Academic Affairs</b>	Dr. Stephen D. Gottfredson	<a href="mailto:sdgottfr@vcu.edu">sdgottfr@vcu.edu</a>
<b>Co-chair</b>	<b>Senior VP for Finance and Administration</b>	Mr. John M. Bennett	<a href="mailto:mbennett@vcu.edu">mbennett@vcu.edu</a>
<b>Provost at-large</b>			
Dr. Mort Gulak	<a href="mailto:mgulak@vcu.edu">mgulak@vcu.edu</a>	College of Humanities and Sciences Assoc. Prof	827-0778
Mr. Camden Whitehead	<a href="mailto:wcwhiteh@vcu.edu">wcwhiteh@vcu.edu</a>	School of the Arts	Assoc. Prof 828-1713
<b>Senior Vice-President at-large</b>			
Mr. Brian Ohlinger	<a href="mailto:bjohling@vcu.edu">bjohling@vcu.edu</a>	Facilities Mgmt Associate VP	828-9647
Mr. Ed Bennett	<a href="mailto:webennett@vcu.edu">webennett@vcu.edu</a>	Facilities Mgmt Exec Dir of PPD/Deputy for FM282-0518	
<b>Faculty from each campus</b>			
Dr. Jacqueline McDonnough	<a href="mailto:jtmcdonnough@vcu.edu">jtmcdonnough@vcu.edu</a>	School of Education	Asst. Prof 827-2661
Dr. Jeffrey A. Green	<a href="mailto:jgreen2@mcvh-vcu.edu">jgreen2@mcvh-vcu.edu</a>	School of Medicine	Asst. Prof 828-3237
<b>Staff Senate from each</b>			
Ms. Melissa Celik	<a href="mailto:mcelik@vcu.edu">mcelik@vcu.edu</a>	School of Medicine (Ob/Gyn)	Student Ed Coord 828-1809
Ms. Amandalee Savage	<a href="mailto:asavage@mcvh-vcu.edu">asavage@mcvh-vcu.edu</a>	Neuroscience ICU	Nurse Mgr Sup Asst 828-2636
<b>SGA representatives</b>			
MCVH Campus	Ms. Hilary Stempel	<a href="mailto:stempelhe@vcu.edu">stempelhe@vcu.edu</a>	
MP Campus	Mr. Brantley Tyndall	<a href="mailto:www.brantley.tyndall@gmail.com">www.brantley.tyndall@gmail.com</a>	
MP Campus	Mr. Roberto Celis	<a href="mailto:celisrf@vcu.edu">celisrf@vcu.edu</a>	757-358-9742
MP Campus	Ms. Melissa Phillips	<a href="mailto:phillipsma@vcu.edu">phillipsma@vcu.edu</a>	
MP Campus	Mr. Alex French	<a href="mailto:frenchaj2@vcu.edu">frenchaj2@vcu.edu</a>	
MP Campus	Ms. Amanda Schutt	<a href="mailto:schuttae@vcu.edu">schuttae@vcu.edu</a>	
<b>Representative from Residential Life and Housing</b>			
Ms. Allison Patel	<a href="mailto:agpatel@vcu.edu">agpatel@vcu.edu</a>	Housing Manager	827-0974
<b>Representative from Recreational Sports</b>			
Mr. Tom Diehl	<a href="mailto:tdiehl@vcu.edu">tdiehl@vcu.edu</a>	Director of Recreational Sports	827-0322
<b>Representative from Business Services</b>			
Mr. Paul Jez	<a href="mailto:ppjez@vcu.edu">ppjez@vcu.edu</a>	Associate VP Business Services/Treasurer	828-4482
<b>VCU Dining Services</b>			
Tamara Highsmith	<a href="mailto:tmhighsmith@vcu.edu">tmhighsmith@vcu.edu</a>	Dining Sales and Services Manager	828-4629
<b>VCU Parking and Transportation</b>			
Jim Bryan	<a href="mailto:jlbryan@vcu.edu">jlbryan@vcu.edu</a>	Parking and Transportation Manager	828-8249
<b>Representative from Procurement</b>			
Mr. Ed Gibbs	<a href="mailto:cegibbs@vcu.edu">cegibbs@vcu.edu</a>	Director of Procurement and Payment	828-3361
Ms. Betty Lowther (alt)	<a href="mailto:bmlowthe@vcu.edu">bmlowthe@vcu.edu</a>	Director of University Purchasing	828-5954
<b>FMD Planning and Design</b>			
Mr. Carl Purdin	<a href="mailto:cfpurdin@vcu.edu">cfpurdin@vcu.edu</a>	Assistant Director of Design Services	828-0391
Mr. Russell Uzzle	<a href="mailto:rtuzzle@vcu.edu">rtuzzle@vcu.edu</a>	University Planner	828-7008
<b>FMD Physical Plant</b>			
<b>Director of Support Shops and Special Projects</b>			
Mr. Jerry Helton	<a href="mailto:jwhelton@vcu.edu">jwhelton@vcu.edu</a>	Director of Support Shop and Special Projects	828-7429
<b>Recycling Coordinator</b>			
Steve Heinitz	<a href="mailto:srheinit@vcu.edu">srheinit@vcu.edu</a>	Environmental Conservation	827-7777
<b>Energy Manager</b>			
Mr. Carl Beckelheimer	<a href="mailto:cebeckelheim@vcu.edu">cebeckelheim@vcu.edu</a>	Interim Director of Utilities/Energy Manager	628-2342

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**Director of Sustainability**

Mr. Jacek Ghosh	<a href="mailto:jghosh@vcu.edu">jghosh@vcu.edu</a>	Director of Sustainability	628-5199
Ms. Roxanne Razo	<a href="mailto:rhrazo@vcu.edu">rhrazo@vcu.edu</a>	Administrative Assistant	828-4618

**Division of Community Engagement**

Dr. Catherine Howard	<a href="mailto:choward@vcu.edu">choward@vcu.edu</a>	Vice-Provost	828-8790
Dr. Helen Ruth Aspaas	<a href="mailto:hraspaas@vcu.edu">hraspaas@vcu.edu</a>	Assoc Prof of Geography	828-8086
		Faculty Scholar, Service Learning	

**VCU Life Sciences**

Dr. Clifford Fox	<a href="mailto:jcfox@vcu.edu">jcfox@vcu.edu</a>	Assistant Director, Center for Environmental Studies	828-1607
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**VCU Qatar**

Noel H.S. Knille, AIA, RLA	<a href="mailto:nhknille@qatar.vcu.edu">nhknille@qatar.vcu.edu</a>	Director of Facilities Management	974-586-5325 (c)
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**Sub-Committees (4)****Climate Action Plan**

Mr. Carl Beckelheimer, Chair	<a href="mailto:cebeckelheim@vcu.edu">cebeckelheim@vcu.edu</a>
Mr. Roberto Celis	<a href="mailto:celisrf@vcu.edu">celisrf@vcu.edu</a>
Mr. Alex French	<a href="mailto:frenchaj2@vcu.edu">frenchaj2@vcu.edu</a>
Mr. Jacek Ghosh	<a href="mailto:jghosh@vcu.edu">jghosh@vcu.edu</a>
Dr. Mort Gulak	<a href="mailto:mgulak@vcu.edu">mgulak@vcu.edu</a>
Ms. Noel Knille	<a href="mailto:nhknille@qatar.vcu.edu">nhknille@qatar.vcu.edu</a>
Ms. Allison Patel	<a href="mailto:agpatel@vcu.edu">agpatel@vcu.edu</a>
Mr. Carl Purdin	<a href="mailto:cfpurdin@vcu.edu">cfpurdin@vcu.edu</a>
Mr. Russell Uzzle	<a href="mailto:rtuzzle@vcu.edu">rtuzzle@vcu.edu</a>

**Administration**

Mr. Ed Bennett, Chair	<a href="mailto:webennett@vcu.edu">webennett@vcu.edu</a>
Mr. Jacek Ghosh	<a href="mailto:jghosh@vcu.edu">jghosh@vcu.edu</a>
Mr. Ed Gibbs	<a href="mailto:cegibbs@vcu.edu">cegibbs@vcu.edu</a>
Mr. Paul Jez	<a href="mailto:ppjez@vcu.edu">ppjez@vcu.edu</a>
Mr. Brian Ohlinger	<a href="mailto:bjohling@vcu.edu">bjohling@vcu.edu</a>
Ms. Melissa Phillips	<a href="mailto:phillipsma@vcu.edu">phillipsma@vcu.edu</a>

**Waste, Foodservice and Transportation**

Mr. Jim Bryan	<a href="mailto:jbryan@vcu.edu">jbryan@vcu.edu</a>
Mr. Tom Diehl, Co-chair	<a href="mailto:tdiehl@vcu.edu">tdiehl@vcu.edu</a>
Mr. Jacek Ghosh	<a href="mailto:jghosh@vcu.edu">jghosh@vcu.edu</a>
Dr. Jeffrey A. Green	<a href="mailto:jgreen2@mcvh-vcu.edu">jgreen2@mcvh-vcu.edu</a>
Mr. Steve Heinitz	<a href="mailto:srhein@vcu.edu">srhein@vcu.edu</a>
Ms. Tamara Highsmith, Co-chair	<a href="mailto:tmhighsmith@vcu.edu">tmhighsmith@vcu.edu</a>
Mr. Jerry Helton	<a href="mailto:jwhelton@vcu.edu">jwhelton@vcu.edu</a>
Ms. Amandalee Savage	<a href="mailto:asavage@mcvh-vcu.edu">asavage@mcvh-vcu.edu</a>
Mr. Brantley Tyndall	<a href="mailto:www.brantley.tyndall@gmail.com">www.brantley.tyndall@gmail.com</a>

**Education, Research and Community Engagement**

Dr. Helen Ruth Aspaas	<a href="mailto:hraspaas@vcu.edu">hraspaas@vcu.edu</a>
Ms. Melissa Celik	<a href="mailto:mcelik@vcu.edu">mcelik@vcu.edu</a>
Dr. Clifford Fox	<a href="mailto:jcfox@vcu.edu">jcfox@vcu.edu</a>
Mr. Jacek Ghosh	<a href="mailto:jghosh@vcu.edu">jghosh@vcu.edu</a>
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Ms. Amanda Schutt	<a href="mailto:schuttae@vcu.edu">schuttae@vcu.edu</a>
Ms. Hilary Stempel	<a href="mailto:stempelhe@vcu.edu">stempelhe@vcu.edu</a>

**ACTION ITEMS**

Task description	Owner	Due date
Define Low emitting vehicles standards between EPA and USGBC	C. Purdin	
Provide the committee the list of programs that the Residence Halls are doing (Social Justice, Sustainability, Multiculturalism, and City Engagement)	Dr. Maddux	
Schedules of next Sub- committee Meetings	Sub-Committee chairs	
Schedule of next VCU Sustainability Committee	Jacek Ghosh	

**PowerPoint presentation**

1. EH&E Presentation

**Electronic Read Ahead Handouts**

1. Agenda
2. VCU Sustainability Committee Meeting Minutes (2/3/09)
- 3.a. Administration Sub-Committee Meeting Minutes
- 3.b. Climate Action Plan Sub-Committee Meeting Minutes
- 3.c. Education, Research and Community Engagement Sub-Committee Meeting Minutes
- 3.d. Waste, Foodservice and Transportation Sub-Committee Meeting Minutes
4. VCU Sustainability Committee Contact List (Revised)
5. Bio for Michael Crowley

## Administration Sub-Committee Meeting Minutes

**Attendance:** Ed Bennett, Chair  
Jacek Ghosh  
Ed Gibbs  
Paul Jez  
Brian Ohlinger  
Melissa Phillips, student representative

**Meeting Date:** 3/26/09

**Agenda:**

1. Review minutes from January Meeting
2. Review progress of other sub-committees
3. Review and discuss draft letter to endowments
4. Review current investments lists and their sustainability practices
5. Review Sustainability Public Relations Initiatives
6. Discuss agenda for Sustainability Committee

**Handouts:**

- a. Meeting agenda
- b. Minutes from January 2009 meeting
- c. Draft letter to Foundation Presidents
- d. VCU Endowments – Community Investments (11)
- e. VCU Endowments – Renewable Energy Investments (19)
- f. List of Companies with Environmental and Social Investments

### Discussion:

1. Ed Bennett reviewed the minutes from the last sub-committee meeting.
2. Jacek Ghosh reviewed the most recent meetings of the three other sub-committees. Jacek Ghosh presented the recommendation of the Climate Action Plan Sub-committee that is for VCU to be carbon neutral by 2050. The base year for quantifying VCU greenhouse gas emissions will be 2008. Interim GHG emission reduction goals will be established in subsequent sub-committee meetings. The Waste, Foodservice and Transportation Sub-committee met on March 3. The sub-committee reviewed the development of campus-wide LEED Parking that would dedicate 5 percent of total campus parking to low-emitting and fuel-efficient vehicles. Also reviewed was the new policy to divert construction demolition for all small renovation projects at VCU to a specified waste dumpster located at the PPD building. VCU Dining Services is applying for green restaurant certification from the Green Restaurant Association. The VASCUP contract for the purchase of electric vehicles has been finalized. The Education, Research and Community Engagement Sub-committee met on March 18. The sub-committee is working on collecting student data re: sustainability by capturing green foot print data and researching ways to collect information re: sustainability curriculum at VCU via Dean reports. The sub-committee also drafted a definition of sustainability to be used in collecting this data.

**Recommendations:** In response to Ed Bennett's question as to how VCU complies with Executive Order 48 re: the purchase of recycled copier paper, it was recommended that a policy be created to address the purchase of recycled paper university-wide as well as to improve efforts to make recycling more visible. Brian Ohlinger suggested that an RFP be quickly drafted to retain a third-party consultant who would assist the VCU Sustainability Committee in drafting the VCU Sustainability Master Plan. In response to the question asked by Brian Ohlinger as to what role is VCU Residential Life and Housing playing re: sustainability, it was recommended that a representative from VCU Residential Life and Housing, in addition to Allison Patel, be asked to join the Committee.

**Actions:** Brian Ohlinger will send an invitation to Reuben Rodriguez to appoint someone from housing to join the committee and to be present at the April 7, 2009, VCU Sustainability Committee meeting.

3. Ed Bennett reviewed the draft letter written to the VCU Foundation presidents asking if they would be agreeable to allowing a university committee provide recommendations to investment managers for proxy items that are considered social or environmental issues.

The sub-committee reviewed the spreadsheet of the 213 companies that the VCU Foundations currently invest in that have environmental and social investments/impacts. Paul Jez shared concerns that the sub-committee may receive resistance from investment managers because they are acting within their fiduciary jurisdiction and the VCU Foundation presidents leave the investment decision making up to the professionals. Ed asked the question if it would be better to sit down with the individual investment managers.

**Recommendations:** Ed Bennett recommended that the information the sub-committee already has regarding current companies be developed into a statistical chart that can be distributed to the full committee. Paul Jez recommended that a meeting with John Bennett be scheduled to confirm his commitment in approaching the VCU Foundations with the request of the sub-committee. Brian Ohlinger suggested that the letter be revised per the sub-committee discussion.

**Actions:** Brian Ohlinger and Ed Bennett will schedule a meeting with John Bennett. Ed Bennett will prepare a revised draft letter. Jacek Ghosh will prepare a chart of companies VCU currently invests and their community and/or environmental investments..

4. Ed Bennett reviewed some of the public relation Initiatives with the sub-committee. These initiatives' include advertising RecycleMania in the VCU TelegRam, the hiring of a new employee in Environmental Conservation who will assist with marketing recycling and sustainability particularly in the residence halls, and Earth Watch, an initiative where lights are dimmed or turned off for a specified time frame to raise awareness re: conserving electricity. Jacek Ghosh informed the committee that he was working on getting coverage of the deconstruction and recycling of the tennis bubble as well as an article written about the installation of solar heated water at Ginter House. Jacek Ghosh also shared that he has been requested to write articles and to provide postings to the AASHE Web site. Melissa Philips noted that RecycleMania advertisements have been seen at several locations on campus including at basketball games. Ed Bennett noted that Environmental Conservation was planning events for the end of the RecycleMania competition and Earth Day.

**Recommendations:** Brian Ohlinger recommended that Jacek Ghosh share the advertisement for the exterior recycling containers featuring the VCU logo at the next VCU Sustainability Committee meeting. Ed Bennett suggested that the sub-committee explore ways to make VCU's sustainability efforts more visible outside the university community. Melissa Philips recommended that one meeting be held for the planning of the upcoming events to include all the student organizations that will be participating, as well as, the Environmental Conservation Department.

**Action:** Jacek Ghosh will have a link to the VCU Sustainability website as part of the presentation at the April 7, 2009 meeting. Melissa Philips will contact the key players regarding the event planning of upcoming events.

## Climate Action Plan Sub-Committee

Chair: Carl Beckelheimer, Energy Manager

Meeting Date: 3/19/09

Location: 700 W. Grace St., Second Floor, Conference Room

Agenda: Introductions  
Set a regular meeting time and date  
Overview of EO-48  
Handout  
Interim Goals  
    Need for measurable goals.  
        To stop the growth of our footprint.  
        To start reducing our footprint.  
    How and where to start.  
Record Keeping and Communication  
Meeting minutes.  
Working Document.  
Questions/ Items for the VCU Sustainability Committee

Handouts: List of Greenhouse Gas (GHG) Reduction Goals by various entities  
Energy Efficiency in Virginia State Government (EO48)

Attendees: Carl Beckelheimer                      Alex French  
Mort Gulak                                      Jacek Ghosh  
Carl Purdin                                      Russell Uzzle  
Roberto Celis                                   Allison Patel

Comments: The sub-committee has agreed to regularly meet on the third Thursday of every month at 9:30 a.m. unless rescheduled.  
The sub-committee will establish intermediate and long-term GHG emission reduction goals that are attainable using a baseline of 2008 GHG emissions with the goal of achieving carbon neutrality (net zero emissions) by 2050.  
The sub-committee will have the VCU Sustainability Master Plan completed by May 15, 2010.  
Discussion of the financial commitment by the university to contract with any third-party consultant that might be needed to assist the VCU Sustainability Committee complete the VCU Sustainability Master Plan.  
Discussions of how VCU can positively affect its Scope 1 GHG emissions (heating and cooling) thereby reducing its energy use.  
Discussion of routine press releases by Director of Sustainability.  
Who will be monitoring progress and will there be any mechanism to measure reduction? Should one of the metrics to be measured be GHG/Student FTE?

Questions: What authority do we have?  
Where are we right now?  
What can we affect?  
Are there any colleges that have established GHG reduction goals that we can compare too?  
Are we going to have a formal progress reports during the planning process?

To do:

Send Greenline presentation slides to committee members again.  
Presentation to Students on April 22 – Earth Day (Maybe set up a booth)

**VCU Sustainability Committee  
Education, Research, and Community Engagement Sub-Committee  
March Meeting Minutes**

Date: Wednesday, March 18, 2009

Attendance: Helen Ruth Aspaas, Catherine Howard, Jacek Ghosh, Amanda Schutt, Jackie McDonnough, Cliff Fox

Absent: Melissa Celik, Hilary Stempel, Camden Whitehead

**Data Collection**

Student Data- Dr. Helen Ruth Aspaas and Amanda Schutt will use Dr. Aspaas's Green Footprint survey and other survey instruments to create an instrument to collect baseline data on students' activities re sustainability. It is the hope of the sub-committee that the survey and an activity tailored to alter behaviors (Green Footprint report) will be distributed in the Focused Inquiry class in the fall of 2009. Cathy Howard will discuss possibility with Joe Morolla and Daphne Rankin.

Faculty Data- The hope was to include a line on the Faculty Annual Report reporting form asking about faculty research, community outreach and courses re sustainability. That action cannot be done for 2008-09 reporting period but actions will be taken to possibly include an inquiry in WEAVE. Steve Richarde was contacted about the possibility of adding a field in the soon to be rolled out Faculty Database. Since he will be leaving VCU in April he has referred the issue to the incoming WEAVE administrator.

Amanda Schutt reported on the activities of the student group Green4VCU. They will be hosting an Earth Day Festival on April 22 at the VCU Student Commons.

After a discussion about the sustainability definition the committee presented at the last meeting Cliff Fox agreed to draft a new definition that was more inclusive.

Helen Ruth Aspaas will circulate her Green Footprint survey to Committee members.  
Jacek Ghosh will send Antonio Martinez's environmental survey to Dr. Aspaas and Amanda Schutt.  
Jacek will circulate VCU Sustainability web tree to sub-committee members.

New Definition of Sustainability that will be used at VCU:

**SUSTAINABILITY — A DEFINITION**

Sustainability is the goal of maintaining a good quality of life for those who presently experience it, while expanding that quality of life to those who lack it; understanding and respecting the needs of future generations and the limits of natural systems within which quality human lives are necessarily embedded and dependent.

Sustainability includes, but is not limited to:

- The recognition of threats to the climate system inherent within the continued introduction of carbon into the atmosphere by human activity, especially through carbon-based energy production and consumption; necessitating action to reduce human carbon footprints, both at the individual, community and institutional levels.
- The identification and reduction of negative impacts from human activity upon human health (e.g., air and water pollution, other exposures to hazardous substances — both long-term and immediate, stress impacts, etc.).
- The identification and reduction of negative impacts from human activity upon ecosystem health (e.g., lost habitat, biodiversity, ecosystem function, etc.).
- The recognition of the finite nature of our resource base; necessitating the reduction, reuse and recycling of materials, the identification and development of renewable resources, and increased efficiency in our use of all resources.

- On-going dialogue among experts, lay-people, leaders and citizens for the purpose of learning more about the nature of these challenges, both from a technical and a human value-based perspective.
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Meeting Minutes  
Food, Transportation and Waste Subcommittee Meeting

March 3, 2009

Attending:

Jim Bryan  
Jacek Ghosh  
Tom Diehl  
Dr. Green  
Jerry Helton  
Steve Heinitz  
Tamara Highsmith

1. Report from Jim on Transportation Initiatives
  - a. Bus:
    - i. Fewer buses in next contract
    - ii. Taking advantage of seasonality to reduce load
    - iii. Jerry Helton – Green Bus grants available
  - b. Carpool: Policy available April 1
  - c. LEED Parking:
    - i. Policy available April 1
    - ii. Will include that 5 percent of spaces dedicated to green vehicles
  - d. Trucks: Convert to electric when contracts are up
2. Report from Steve Heinitz on Waste Initiatives
  - a. Recycle Mania Status update
    - i. Nationwide 10 week competition
    - ii. Approx 300 universities compete
    - iii. This is our second year as a university initiative
    - iv. ½ way mark
      1. #62 of the 198 reporting universities
      2. #3 in the state behind Menonite and Shenandoah
    - v. Recognition Party at Brandt Hall at the end
  - b. Res Hall Move Out collection site
    - i. Extra containers will be set out at Res Halls for students to “recycle” items to divert from landfill
    - ii. Tamara Highsmith – Dining will be doing a precollection
  - c. Construction Waste:
    - i. April 1
    - ii. All vendors to recycle debris
3. Report from Tamara Highsmith on Dining Initiatives
  - a. Green Restaurant Association – in process
  - b. Virginia Green Dining Initiative
  - c. Pulper Update – BioEz presentation
  - d. Shafer Court back to sensory water faucets
  - e. Waste initiative month of April
4. How to start the paper purchasing initiative
  - a. Executive Order
    - i. Reviewed executive order
    - ii. Very vague as to what recycled paper is
  - b. What can our subcommittee do?
    - i. Work with purchasing

- ii. Is it possible to group purchase?
- iii. Are we allowed to enact incentives/penalties for non-compliance?
- iv. How do we obtain base line measurements?
- v. How do we track success?
- vi. Is it possible to create a group purchase for a price incentive?

Action Plan:

Define – Assigned to Steve Heinitz  
Cost Difference Study – Assigned to Steve Heinitz  
How do we create a policy – Assigned to Jacek Ghosh  
Purchasing Power as a University given decentralization –  
Assigned to Jacek Ghosh  
Follow-Up/Benchmark through Banner Reporting – Assigned  
to Tamara Highsmith

Find GSA contract for recycled paper  
Jacek Ghosh to research what other universities are doing

~~5. Recycle Initiative~~

- ~~a. Education Awareness~~
- ~~b. E-newsletter~~

6. ~~Brainstorming~~ - Moved to another agenda, ran out of time!

- ~~a. Transportation~~
- ~~b. Waste~~
- ~~c. Dining~~

7. Next meeting

- a. April 7 at Rice Center
- b. Two presenters
  - i. EH&E – Climate Action Plan
  - ii. Carl Purdin – Tour of Center