

SEEAC Mini-Retreat Minutes
Thursday, March 6th 11:00-1:00
Durrell Room 2

Members Present: Amy Parsons – Vice President of University Operations
Carol Dollard - Facilities Management
Tonie Miyamoto - Housing and Dining Services, Student Affairs
Becca Wren - Facilities Management
Stacey Baumgarn - Facilities Management
Tim Broderick - Housing and Dining Services
Meagan Dechen - STARS Intern
Tom Weeks – Procurement Services
Farrah Bustamante - Procurement Services
Jacob Kimiecik - Student Sustainability Center
Jocelyn Hittle - Denver Operational Initiatives
Aaron Fodge – Department of Parking and Transportation
Cary Weiner – Center for Agricultural Energy
Jake Drenth – Surplus Property
Brian Dunbar – Institute for the Built Environment
Doug Max – Athletics
Scot Allen – International Programs
Aleta Weller – SoGes
Andrew Warnock – Energy Institute

I. Introductions

II. SEEAC mission

- A. In consideration of a new SEEAC mission statement, the committee was tasked with examining what SEEAC could be to the campus community.
- i. Amy serves on Cabinet and has seen the disconnect between sustainability initiatives at CSU and how those initiatives are communicated back to higher administration. President Frank sees SEEAC as the experts on sustainability and trusts the committee’s thoughts and insight.
 - ii. Amy asked the committee to pinpoint the biggest priorities of the committee, which she can potentially put into budget requests.
 - iii. In the past, there was a lack of communication between SEEAC and higher administration. Budget requests were always rushed and often late. Moving forward, SEEAC priorities should be set all year long rather than slapped together at the last minute.
 - iv. President Frank relies on the expertise of SEEAC, so the committee needs to deliver.
 - v. Amy also shared that she has asked to present CSU’s sustainability efforts to the Board of Governors. This will be the first time the BOG will see sustainability at CSU. The presentation will include a 2-hour tour to the Foothills Campus to see the solar plant, the composter, and the biomass boiler. This is an important opportunity to showcase the achievements that SEEAC and other sustainability groups on campus have worked for.

- vi. Stacey mentioned that SEEAC might consider reaching out to committees and commissions within the City of Fort Collins. Stacey sits on the City's Energy Board, which has an advisory role to City Council. How can SEEAC weigh into other off-campus group's interests?
- vii. Amy asked the committee if they would be interested in reviewing the program plans of new buildings, to provide input in the sustainable aspects of the construction. The committee agreed that process would be beneficial.
- viii. Carol began a draft of the SEEAC mission statement - *"SEEAC will facilitate the effective integration of sustainability into all aspects of our University."*
- ix. Tonie added that SEEAC should focus on providing a forum for input in all aspects of the University – Administration, Academics, Planning, Operations, Research and others. SEEAC should focus on total outreach to connect all of campus.
- x. Aaron would like to see SEEAC help in influencing the allocation of scarce resources on campus. SEEAC should demonstrate that sustainable investments have payoffs and sustainability seeps down into everything we do at the University. We are striving to progress and shift how we spend our time, resources, and money.
- xi. Amy asked if SEEAC's past priorities were ever communicated in formal budget requests.
- xii. Tonie and Carol both answered, no, but they will be moving forward. That was a missed opportunity but SEEAC will progress to effectively address budget needs in the future.
- xiii. Aaron noted the importance of considering SEEAC's value to employees and students. If the expectation of working with SEEAC on sustainability issues is institutionalized, SEEAC's value to all campus delegates increases.
- xiv. Tonie suggested that the second part of the mission statement could address providing input or recommendations to higher administration, university initiatives, international partnerships, cabinet, and others.
- xv. Cary would like to include mention of how sustainability ties together with extension and engagement, as those are both large portions of the University as a whole.
- xvi. Brian suggested that SEEAC could have a mission statement and several more focused process statements.
- xvii. Meagan said that the mission statement implies intradepartmental communication. However, the STARS program indicated that the University is missing the collaboration component.
- xviii. Scot added "across all aspects" - *"SEEAC will facilitate the effective integration of sustainability across all aspects of our University."*
- xix. Farrah asked if using "the University" as opposed to "our University" would be more effective in including CSU extension and other campuses. The word "our" might imply the Fort Collins campuses only. - *"SEEAC will facilitate the effective integration of sustainability across all aspects of the University."*
- xx. A draft of the mission statement will be distributed to all SEEAC members via email and can be revised into a working mission statement.

III. SEEAC audiences

B. The list of departments that were at one time encompassed into SEEAC was revised.

- i. The Student Sustainability center (SSC) will be a sub-bullet under SoGes.
- ii. The Water Institute – formerly the Water Cluster
- iii. International Programs will be added under Vice President of International Affairs.
- iv. CSU Extension will be added.
- v. Vice Provost Office will be removed.
- vi. Vice President of University Operations will be added.
- vii. Vice President of Research will be added.
- viii. University Relations will be renamed to Public Affairs.
- ix. Amy asked if there was value in invite a representative from the City of Fort Collins, to give an outsider's perspective. Bruce Hendee attends the Master Plan meetings and might send a rep to SEEAC.
- x. Surplus Property will be added under VPUO.
- xi. Procurement Services will be added under VPUO.
- xii. Warner College of Natural Resources has expressed interest in attending.
- xiii. Tony Rappe from the College of Natural Sciences can no longer attend regular SEEAC meeting because of a scheduling conflict but he might be able to send a different representative.
- xiv. Drive Electric Northern Colorado can visit SEEAC to provide updates.
- xv. Tonie made the point of being aware of SEEAC's size – too many delegate may make the committee ineffective.
- xvi. It may be helpful to invite a representative from Larimer County to SEEAC meetings.
- xvii. Vice President for Enrollment and Access will be added in the hopes that might encourage more student participation.
- xviii. Gretchen Manand, who runs green.colostate.edu, will be invited to participate in SEEAC.
- xix. A representative from the Lory Student Center will be invited.
- xx. Vice President for Diversity will be invited to address social sustainability.
- xxi. A representative of the Agricultural Experiment station will be invited.
- xxii. Amy will send invitations from her office to these new delegates.
- xxiii. A SEEAC task force might be needed to include all appropriate delegates.
- xxiv. Meagan questioned how SEEAC is reaching out to students and engaging them. SEEAC might consider how to more effectively engage students.

IV. Group Work

The group then broke into three smaller groups to discuss the remaining agenda items.

1st group - SEEAC Goals, 2nd group - SPARC process, 3rd group – how to engage a larger audience

SEEAC goals -

- i. The biggest challenge of setting and completing goals in SEEAC is doing so without a dedicated staff and resources.
- ii. By using the STARS program as a framework to model goals and actions against, SEEAC can better develop a pattern of progress.
- iii. A goal of SEEAC is to be the sustainability group on campus that bridges all campus delegates together.
- iv. In the past, SEEAC did not help advocate for the needs of other groups on campus. This should a main goal of the committee.

SPARC Process -

- i. Should SEEAC seek its own SPARC or should sustainability be embedded into each individual SPARC?
- ii. The SPARC process is a 3-year cycle. The last SPARC process just completed and is now refreshing to begin again.

- iii. In the past, sustainability has only been addressed in the Operations SPARC, and even there, the sustainability needs are diluted, due to competing priorities. Sustainability has never had a strong voice in the SPARC process.
- iv. It was suggested that SEEAC have its own SPARC with committee members serving on the SPARC development committee.
- v. In this SPARC process, the committee must develop 5 or 6 measurable goals. The committee must also consider by what metrics these goals will be assessed by.
- vi. The goals must be defined by December 2014 to be incorporated into the new SPARC cycle.
- vii. Aaron thinks that this process will clearly outline what everyone is working towards.

Engagement –

- i. SEEAC runs on a decentralized system and the committee should help outside audiences navigate the system.
- ii. It is important to get SEEAC's message out in an effective manner.
- iii. The website green.colostate.edu could be re-worked to highlight primary start topics and attach appropriate contact information to help people easily get the information they are looking for.
- iv. Tonie cited the Commitment to campus website as an example of an easy to navigate website.
- v. ASCSU and SSC could be used as platform to connect students to SEEAC and green.colostate.edu.
- vi. SEEAC might consider developing social media presence on Twitter or Facebook. Or, as Amy mentioned, there are two new CSU Twitter accounts being used, one for the Public Safety Team and one for Working at CSU. Both of these accounts could be used to share updates from SEEAC.
- vii. The use of a standard logo for sustainability related calendar events might help students understand the scope of what SEEAC does and what sustainability entails.
- viii. Currently, all events on the University Events Calendar that have been tagged with "sustainability" automatically go to the calendar on green@colostate.edu.
- ix. Aaron suggested that the Presidential Fall Address could be a poignant place to integrate the message of SEEAC. He asked Amy if President Frank would be willing to write an email about the recent STARS achievement, mentioning SEEAC as the committee behind the program. Amy will check the President's communications schedule.
- x. Jake mentioned the new student or new employee orientations would be a good place to introduce SEEAC to a new audience. Tonie said that it is very difficult to get information out through this avenue.

SEEAC name review –

- i. There was discussion of what SEEAC's role is and therefore, what SEEAC's name should be.
- ii. Campus Sustainability Committee and Presidential Sustainability Committee were both suggested as new names.
- iii. "Committee" sounds like the group is active. "Council" sounds like the group is advisory. "Commission" sounds like the group is temporary.
- iv. What name would make the most sense for the SPARC? Should SEEAC be taking actions for SPARC progress or should the group be focused on advising other groups?
- v. Aaron made the point that SEEAC can do both – the group can take actions for SPARC purposes and advise other groups about sustainability issues.
- vi. Two other names, The University Sustainability Committee and the Green Committee, were also mentioned.

VIII. Next meeting: Monday, March 17th 1-2:30 pm, TILT 104