

**Academic Affairs
Greening Initiative Core Team Meeting
Meeting Minutes
August 20, 2008, 11:00 a.m.**

Attendees: Carpenter, Cox, Kurland, Pontikis, Stephens (Chair), Vasishth, Zell

APPROVAL OF MINUTES

The meeting minutes of July 23, 2008 were approved.

ANNOUNCEMENTS / DISCUSSION

Vasishth began with a review of the Sustainability Conference he and Stephens attended in San Luis Obispo. He noted that as valuable as the presentations were, it was difficult to attend all sessions offered. He found those conducting the conference to be well informed and knowledgeable. Stephens added that the student (interns) presentations were particularly impressive and filled with enthusiasm. Ashwani stated that the team needs to discover a way to mobilize CSUN students and get them involved.

Core Team members were encouraged to attend the CSU Facilities Management conference to be held in October in Los Angeles. As an incentive, the Chancellor's office has offered to waive the fees for those faculty interested in attending.

Vasishth met with Joseph O'Connor, Manager of Web Communication. He reported that O'Connor is eager to create a web blog. Vasishth noted that this will be a work in progress, all feedback is valued, and he will modify content at members' discretion. Stephens also mentioned the Faculty Technology Center will provide training and assistance to help with templates, etc.

Stephens presented the newly developed Core Team Website to all members and reviewed the aspects and content.

Members discussed the necessity to develop the center's mission, vision, and core values. Thoughts and concerns were expressed and included:

1. Determining degree of formality and what the structure will be.
2. Considering how pieces will fit together with an umbrella over everything to prevent duplication.
3. Agreeing on specifics to avoid competing activities.
4. Assigning roles to faculty, staff, and students to initiate activities.
5. Interfacing and facilitating relationships performed by the Institute with the Task Force assuming an autonomous role.
6. Designating each member responsible for one of four areas of the initiative in which they could concentrate their efforts.

Stephens asked for suggestions as to how to move forward and encouraged members to send their ideas to her.

Vasishth discussed the importance of members coming to an agreement of what the Institute's structure should be. He added that students will gravitate to the Task Force if a center of gravity is created and information is circulated. One website serving as the core should be made available to the campus with links that will lead to other sites of information.

The Transportation Survey's value in obtaining students' commute patterns was then discussed, with the following suggestions made:

1. Distribute the survey to students the first day of class and collect data.
2. Submit electronically using Student ID numbers to avoid duplication by identifying those who have and have not responded.
3. Contact Cheryl Spector, Director of Academic First Year Experiences (CIELO), for information related to freshmen.

The discussion then moved to campus footprinting and Vasishth noted information contained on the website. Cox suggested using the GIS database for campus mapping. She presently has a student working on the database linking areas on campus and will speak with Colin Donahue to determine what is available. Cox will email data to members and requested consideration of what attributes to store in the database.

Carpenter then mentioned the (26) course survey and what purpose it should serve. Pontikis suggested providing a link to the syllabus of each course. Ashwani recommended beginning with course descriptions and later adding the syllabi.

Members agreed to defer the next item on the agenda "Core Team Responsibilities and Planning Timeline" to the next meeting.

ACTION ITEMS

- Vasishth will send information to team members regarding faculty reimbursement for attending conferences.
- Stephens encouraged team members to notify her of their interest in attending future conferences.
- Stephens will provide options for a campus sustainability structure and send to team members for review and input.
- Carpenter to resubmit course survey and meet with those interested.
- Vasishth will send information to team members related to concept mapping for discussion at next meeting.

Meeting adjourned at 12:15 p.m.