

Minutes

Meeting: Sustainability Coordinating Committee	
Date: January 23, 2014	
Time: 9:00 - 11:00 am	
Location: Sankey Chamber	
Present	
Name	Representing
Tom Saint-Ivany (Chair)	Facilities Management
Andrew Prankevicius	HR/EH&S
Cassie Kelly	Facilities Management
Chuck MacLean	Procurement Services
Cindy Chernish	Residences
Danny Kasunic	Facilities Management M&O
Domenic Maniccia	Facilities Management, Custodial
Ed Blasinski	IT
Jamie Fleming	Residences
Jeff Sinibaldi	Marketing and Communications
Karen McAllister-Kenny	Recreation Services
Kerrie Pickering	ESRC
Kevin Lawr	Central Receiving & Shipping
Larry Molnar	Facilities Management, CPDC
Mandeep Mukkar Ippolito	Hamilton Campus
Scott Johnstone	Cairns Complex
Gloria Leahy	Ontario Public Interest Research Group (OPIRG)
Wendy Bakker (Rec. Secretary)	Facilities Management

Item #	Discussion	Action
1.0	Welcome (Tom Saint-Ivany) Nicholas D'Amico is scheduled to join the meeting for a presentation on waste reduction and waste management opportunities. Introductions with Gloria Leahy (ELS) representing OPIRG's Brock Chapter were made.	
2.0	Confirmation of Agenda (Tom Saint-Ivany) Agenda adopted. No new business.	

3.0	Review of November 28, 2013 Minutes (Tom Saint-Ivany) Minutes adopted.	
4.0	Calendar of Sustainability Events <ol style="list-style-type: none"> 1. ESRC Brown Bag Lunch Series - “<i>Forest Biodiversity Research and Monitoring with the Niagara Escarpment UNESCO World Biosphere Reserve</i>” Jan. 29, 2014 TH244 12 p.m. - 1 p.m. 2. WWF’s National Sweater Day - February 6, 2014 	See handout See handout
5.00	Presentations Nicholas D’Amico did not attend.	
6.00	Sustainability Awards & Recognition No new items	
7.00	Reports From Standing and Ad-hoc Sub-Committees No new items	
8.00	Old Business	
8.1	CarShare No update at this time. OPEN	University Services/BUSU
8.2	Energy Conservation and Demand Management Plan (ECDMP) The plan is in the final proofing stage and will be presented to the Senior Academic Council (SAC) on January 27 th and to the Capital Infrastructure Committee (CIC) on February 13 th . The plan outlines the goals and objective and includes 11 different pillars. This plan needs to be updated every 5 years and the energy usage must be reported every year. The completed plan will be posted on-line on the Facilities Management web page. Please contact Cassie or Danny If you would like a hard copy. <i>Post-meeting note: The ECDMP remains in draft form and SCC members are invited to review the draft on the FM web-site and provide any comments to Cassie Kelly and Danny Kasunic.</i> OPEN	Cassie
8.3	Brock E-Waste Management Posters promoting Brock E-Waste are posted throughout the Hamilton campus. Kevin will send a battery bin to Mandeep to collect used batteries. Domenic and Chuck updated the data on the e-waste flyer to be distributed around campus. Pictures used on the flyer will be icons on the Sustainability website. Last year Brock collected approximately 4,000 lbs of electronic waste on move out day at Residences. Jamie Fleming will follow up with Goodwill Niagara to confirm if they would like to bring a truck to collect used electronic items left by students, on move out day. OPEN	Kevin Jamie

8.4	<p>Recycling of Disposable Coffee Cups - An Opportunity for Engagement Domenic displayed new coffee cup recycling bins that will be placed in every lounge in the university, starting in February. Each bin will be lined with a plastic container and faculty and staff are encouraged to stack their cups to reduce waste volume. The cups will be recycled through organic distribution. These new bins may go into larger rooms until we purchase larger containers. Jeff Sinibaldi will write a story in the <i>Brock News</i> and posters and a memo from Domenic will be distributed. Andy suggested our promotions should also remind staff about the larger cup containers and thank staff and students for their contribution. All SCC members are encouraged to promote the use of these bins.</p> <p style="text-align: center;">OPEN</p>	Jeff Domenic All members
8.5	<p>Current and Future Water Bottle Filling Stations In November, a news story was released and posted in the <i>Brock News</i> promoting the increase in water bottle refilling stations. Two additional water bottle refilling stations were installed; one in the North Service Desk and another at the South Desk, in Lowenberg Residence. The total number of stations is now 23. The news story can be read at the following link. http://www.brocku.ca/brock-news/?p=25586</p> <p style="text-align: center;">CLOSED</p>	
8.6	<p>Sustainability Website Update/SCC Communications Strategy The development of the Sustainability website has been delayed. Domenic and Tom will preview the site on January 24th. Wendy will confirm with Meron that the link can be sent to SCC members for their feedback, prior to the site going live.</p> <p style="text-align: center;">OPEN</p>	Wendy
8.7	<p>Goals and Objectives - Towards a Sustainability Plan Tom asked if there are any additional themes to be added to the Goals & Objectives handout. LEED and Measurement are two items to be added. Greenhouse, gas conservation and demand are areas that we are required to record measurements. All to let Tom know if they have additional goals or themes to add to the chart.</p> <p style="text-align: center;">OPEN</p>	Tom
8.8	<p>Annual Waste Audit Domenic expects the results of the Annual Waste Audit next month and he thanked committee members for providing the e-waste information including, shredding, battery, organics, furniture, e-waste, hazardous waste. Three to four thousand bottles of beer are returned from ISAACS annually.</p>	

	<p>Our results for last year’s annual audit was 60%. Our goal for this year is 65%. We did waste density analysis studies in the spring, summer and fall, which should be reflected in a more accurate report. Chuck asked if surplus computers could be included in the waste audit report. Domenic will confirm and report back at the next meeting. Scrap steel and wood are being captured in the audit. The provincial guidelines dictate what is acceptable and what is not. If you hear of any other items, contact Domenic who will confirm if it is acceptable. The diversion rate will be reported at the March meeting.</p> <p style="text-align: center;">OPEN</p>	Domenic
8.9	<p>Ethical Purchasing Policy Review & SCC Input Chuck will work on the Ethical Purchasing Policy Review. Stakeholders will be included.</p> <p style="text-align: center;">OPEN</p>	Chuck
8.10	“Parked” Old Business	
	8.10.1 Sustainability Coordinator	
	8.10.2 Terms of Reference/Committee Charter	
9.0	New Business	
9.1	<p>Sustainability Logo Feedback Tom showed two draft sustainability logos, which were developed by Marketing and Communications. Chuck suggested a logo including the ‘both sides of the brain’ theme. Domenic suggested a contest for staff, faculty and students to design a sustainability logo. Wendy suggested Diane create additional draft logos for the SCC to review. The majority of committee members like the contest suggestion. Wendy will follow up with Marketing and Communications regarding a logo contest.</p> <p style="text-align: center;">OPEN</p>	Wendy
9.2	<p>Case Study - Catering of Lunch and Refreshments This week Tom attended a two-day retreat at the BRIC building and noted that there was no separation, collection, or return of recyclable beverage containers etc., used for lunch and breaks. Should Sodexo be required to remove their waste or should Custodial provide receptacles and move it? Scrap foods should be in the organic bins. From an efficiency perspective, it doesn’t make sense to coordinate another unit to pick up the waste. Large containers should be used in meeting rooms. Kerrie mentioned ESRC orders pitchers of juice instead of bottles, in an effort to reduce waste at their meetings. Domenic will create a checklist of ideas for meeting rooms. Mandeep said in Hamilton there are green bins in the cafeteria and green, blue and brown bins in the staff room. Every classroom has blue bins. Visibility is important. Bins for coffee cups and plastics could be moved into the</p>	Domenic

	<p>interior of the Sankey Chamber from the vestibule. The BRIC, East Campus and outlying areas need to be included more in sustainability initiatives. Tom requested that Mandeep include ‘Sustainability’ on the Hamilton Implementation Group agenda. Domenic mentioned waste bins should not be on their own but grouped together to provide for close and visible waste separation choices.</p> <p style="text-align: center;">OPEN</p>	Mandeep
10.0	<p>Once Around the Table Chuck received a call from Community CarShare regarding Brock’s possible partnership with them. Jamie had to leave the meeting at 10 a.m. Tom will follow up with Jamie.</p> <p>Scott is concerned about the perception that power is free at Brock. Some researchers purchase items based on price, ignoring the cost of running the equipment. How do we communicate this throughout the university? There is currently no infrastructure or backing from upper management in place regarding this issue. Domenic said the ‘total cost’ issue can be identified as a new theme for the Goals and Objectives chart.</p> <p>Tom suggested Cassie complete a short presentation for SAC, suggesting how we can save operating budget dollars relating to this issue.</p> <p>Larry had the impression that the intent was to scale back on the sub-metering of buildings. Tom responded that it was the opposite; although, in some cases e.g. the CFHBRC, cost considerations resulted in the elimination of some sub-meters. Metering is important and continues to be needed for ancillary functions, BSU, etc., where cost recovery of utilities is necessary.</p> <p>Ed confirmed the IT power audit is almost complete. IT will have a baseline and compare hydro usage. Village Residence is going from 48 switches to 12. There are 500+ watts per switch. The old switches are sent back and re-used in 3rd world countries.</p> <p>Cindy announced the newest water bottle refilling station will be working tomorrow (January 24th). In December, residences shut down everything possible, which should result in reduced hydro costs. Thermostats were lowered to 60 degrees. There are recycling initiatives in the Village, including blue and grey recycling carts. Eight additional carts have been added to increase the total number to 20, 10 blue and 10 grey. The number of tips has been reduced from 6 to 3. The Don is responsible for getting the carts outside and Niagara Recycling picks them up.</p>	<p>Tom/Jamie</p> <p>Cassie</p>

	<p>Domenic commented that renewal planning was important. When major equipment is bought, the university is lacking because we don't have an Asset Manager for furniture or equipment.</p> <p>Tom asked Larry to provide an update for the March meeting on the sustainability planning that is going into the design, construction, and operation of a future Goodman School of Business building.</p> <p>Kerrie told the group that a new Master's program (Sustainability Science and Society), to be housed within the Environmental Sustainability Research Centre, will be offered by Brock University with the first intake of students this September.</p> <p>Tom reminded everyone Earth Hour is Saturday, March 29th.</p>	<p>Larry</p> <p>All</p>
<p>11.0</p>	<p>Next Meeting Next Meeting is March 27, 2014 in the Sankey Chamber</p>	<p>All</p>
<p>12.0</p>	<p>Adjournment The meeting was adjourned at 11:10 am.</p>	