CEAG MINUTES
December 15, 2005
6:00-9:00 p.m.

Attendees: Karl von Ahnen, Julie Ceballos, Mini Damadaran, Jesus Garcia, Yuk Bing Kong "Annie", Johann Joseph, Jose F. Menendez, Kari Olandese, Ed Quevedo, Kristin Jensen Sullivan, Mona Voss **Time Keeper:** Kristen Jensen Sullivan **Legacy Keeper:** Julie Ceballos

SUMMARY of Agenda, Key Tasks, and Action Items for Next Meeting – Wed, Jan 11 from 6 – 9 p.m.??

KEY TASK ACTION ITEMS	**SUB ACTION ITEMS**	**Person**	**Due Date**	**Complete**
1. Update Environmental Policy Statement	**Write draft and distribute for review before next meeting**	**Quevedo, Olandese**	**1/09/05**	
	Finalize for college or district review	Olandese, Quevedo, Hawk	TBD	
	College or district level review		TBD	
2. Create Aspects/Impacts Risks and Opportunities Catalog List	Provide risk/opportunities worksheet Get copy of DeAnza functional org chart	Quevedo	12/15/05	Done
	Post Science Center EMS PDF to CEAG website	**Riddle**	**??**	
	Identify 20 or more people to work on catalog assignment	??	1/16/20	
	Training for aspects and impacts gathering	??	1/20/06	
	Assign 20 member team to spend 4 hours each to develop list	Ceballos	1/20/06	
	Complete catalog list – What are we doing well? What can we do better?	Ceballos	1/31/05	
3. Create short list from catalog	Prioritize and Edit List		2/28/05	
4. Filter short list		Filter team	??	
5. Create Management Plan from priorities list			End Winter Qtr 3/31/05	
6. READ ISO14001-2004	Read it 3 times. 1. as student 2. as editor 3. as implementer	Everyone		

Meeting Agenda Items:

I. **CEAG Business** (KJS)
   A. Recap of CEAG
      1. 15-year group
      2. Focus has included recycling, Kirsch Center, and now EMS, including other topics
      3. CEAG and EMS may become two separate groups eventually
   B. Other issues on campus to discuss later
      1. Furniture left out for pick up/use by others

2. Parking spaces too small

II. **Review Minutes** (EQ)

A. No changes to 12/09/05 minutes

III. **Review Agenda** (EQ)

A. Why EMS? Only proven tool for doing a couple things
   1. Reliably and measurably improve environmental impact relative to an organization
   2. Provides branding/representation to inspire cultural change in a measurable way

B. Kristin and Kari brought up issue of student time commitments; WSP is here to help and will fill in if necessary to meet deadlines but will change cost factors

IV. **Revisit Tasks** (EQ)

A. We discussed the challenges of meeting the Aspects and Impacts catalog deadline within the end of quarter deadline to present recommendations to college management by end of Winter Quarter.
   1. We will lose 3 weeks during holiday break. Classes don't begin until January 9. First week of classes is a bad time to recruit for the cataloging process.
   2. To meet the January 31 catalog completion deadline, we would need to identify 20 people by Monday, 1/16; train them by Monday, 1/23. This only allows one week to gather information (recommendation is at least two weeks).
   3. We could recruit more than 20 to shorten the time required for cataloging gathering process.
   4. Who do we want to recruit – only ES students/staff or broader DAC community?
   5. Most expedient method will be for everyone on CEAG to recruit another person to participate.
   6. Could ask other instructors make announcement the 2nd week of class.
   7. Will probably need to have two training sessions.

V. **Roles of New Leaders within EMS process** (EQ)

A. Discussed what Technical Design Lead CEO Kari is up against:
   1. Influence without authority
   2. Perception of stereotype as woman, young, student
   3. Intellectual challenge of learning ISO 14001
   4. Prioritize conflicting tasks
   5. Delegate and manage for deadlines by letting to of tasks but making sure they are done well and completed

B. Discussed recommended approach to EMS
   1. See De Anza College as a sick animal; we need to make its scat (waste) healthier
   2. EMS will create ripple effect for improvements
   3. Need to make the antidote (fix) to problems palatable so that people will engage and implement solutions
   4. Mona Voss described her experiences as recently hired FHDA district EH&S manager. Hired without knowing compliance issues – improper hazardous waste pickup. A $127,000 fines was negotiated based on DAC doing things right environmentally in the future.
   5. A management system is needed; Use JUST (Joined Up Sustainability Thinking)
   6. How to remedy violations

7. Natural System metaphor – intention is focus and order but reality is chaotic, everything is doing its own thing, Gallo analogy – ranchers work against nature; so create framework to deal with chaos with a catalog.
8. Need to catalog aspects and impacts through team of 20 people, 4 hours each, and 8 collaborative hours; WSP person can do the compliance part of this(??)
9. Management – what is it good for? Good for execution. Not good for avoiding harm to environment, identifying opportunities or planning.
10. All laws unnecessary if we follow one rule: Do No Harm

C. Aspects and Impacts
   1. Auditing example: Energy Usage in Kirsch.
      a. Look up, down, right left
      b. Cause and Effect: (Past) What caused it? (Future) What's it going to do in the future?
   2. Aspect is a business activity, product or service with an environmental impact
      a. Risks and opportunities for improvements
   3. Reviewed EMS Aspects Harvesting Tool Document
      a. Scope will be entire campus
      b. This process already done for Science Center during EMS class last spring, we should be able to build from that.
   4. Management responses will be one of three things: maintain, improve or research

VI. **Policy – Environmental** (EQ)

A. Formulate policy changes for CEAG red line review with explanation of changes
B. Present recommended policy changes to Brian Murphy for his authorization to present to BOD
C. Strategize with Janine and Martha to understand audience
D. Get on BOD agenda
   1. BOD is student mindful
   2. EMS can change thinking of a culture
   3. Mona reiterated that policy statement is the backbone of EMS – structural integrity to lean on, should have flexibility built into it for Gumby-like effect.
   4. What do we want in EMS policy so that it inspires everyone from bottom to top?
      a. Sustainability, education, savings – reinvest saving back to sustainability programs, aspirations, originality, beacon to environmental change, WOW vs. OH
      b. Ability to compete for faculty, staff, student and community buy in and change in behavior and thinking
      c. What can we say that no one else can say? Consider SEMP (Statewide Energy Management Program).

VII. All Other Business, including calendaring`(EQ)

A. Need to schedule 4 CEAG meetings for winter quarter – two long, two short.
B. Tentatively set Wed 1/11 from 6:00 – 9:00 p.m. as next meeting??
C. Mon 1/16 – need to identify 20 people for catalog project.
D. Friday 1/20 Aspect Training 3:00 – 4:00 p.m.

MEETING ADJOURNED

Next Meeting is Wednesday, January 11, 2006 from 6:00 – 9:00 p.m.

Committees	**Team L = Lead**	**Main Responsibilities**
Technical Design	Kari Olandese - L Julie Ceballos	Oversee entire EMS process

	Mini Damadaran Jose F. Menendez Ralph Riddle	
Sub Technical Design - Impacts and Opportunities Catalog	Julie Ceballos - L	Complete catalog for Filter committee review
Sub Technical Design - Filter Committee	Kristin Jensen Sullivan Annie Presler Karl von Ahnen	Filter short catalog list
Communications	Michelle Brewster - L Jesus Garcia Jeanine Hawk Annie Kong Sally Larson Ralph Riddle	Oversee communication process, including 1. harvest macro list from other committees 2. create content 3. deployment 4. assure effectiveness through measurement, including effect on ecosystem
Faculty Liaison	Christine Schell - L Kristin Jensen Sullivan Annie Presler	Work with faculty to improve buy in