1:30 – 1:40 Welcome – BMc
   • Re-introduce committee members, meet new members

In attendance:
   • Russ Holt – Facilities Director
   • Ron Gallin – Biology Faculty
   • Briana McCarthy – Biology Faculty
   • Jen Fey – Biology Staff
   • Sharon Goldfarb – Nursing Program Director
   • Kelsey Fordahl – Student (Marine Bio)
   • Liz Stahl – Student (Pre Med)
   • Robin Harrison – EOPS (CARE program)

1:40 – 1:45 Set Semester Meeting Times – BMc
   • First Wednesdays 1:30 – 3:30 – all approved
     o Remaining meetings of semester: October 7th, November 4th, December 2nd all scheduled in SS4-409

1:45 – 2:00 Compliance with Brown Act – RH
   • Brown Act Compliance
     o Sustainability Committee officially SGC Subcommittee (Shared Governance Committee)
       ▪ This means faculty, staff, students all come together to weigh in on decisions affecting the college
     o All SGC Subcommittees subject to Brown Act (state law around committee meetings)
       ▪ Must post agenda 72 hours in advance
       ▪ Protects members’ interests (no last-minute alterations that potentially serve leadership)
   • How to set agenda?
     o Who will the agenda for next meeting?
       ▪ Set up Google group – Ron
       ▪ Send draft of agenda using Google Docs – Briana
       ▪ Members can alter agenda items and times depending on what they have to report up to 72 hours before meeting
       ▪ Briana will send out meeting agenda to campus 72 hours in advance
   • How to review minutes from previous meetings?
     ▪ Will send out to group after meeting, members review, make edits
     ▪ Can also review electronically as a group at beginning of each meeting

2:00 – 2:20 Action Items from Last Meeting – All
   • Set rotating roles
     o Snack person
     o Recorder
   • Student Sustainability Club update
Currently have 3 student officers, need 1 more
- Vision is to coordinate efforts with Sustainability Committee
  - Classified Senate approved Jen, Mike, Robin
  - Academic Senate has yet to approve Briana, Ron, Danielle, Sharon, Kurt
- Updates/Info from Russ
  - Prop 39 mandate on energy savings – lighting
    - Parking Lot B lighting retrofit with LED lights complete
    - Replacing high bay lights in Library, to be retrofitted with LED lights
  - Upcoming boiler project
  - Upcoming construction to build new Student Life, PE Bldgs, Brentwood Ctr
    - All College Meetings opportunity to voice concerns regarding green design, water recycling, food sources, etc
    - Committee ideas:
      - Recycled water from canal (what feeds Lake) could be used for flushing toilets? – Russ
      - Using shower water to flush toilets – Sharon
      - Sourcing local fruits and vegetables for kitchen - Sharon

2:20 – 2:55 Focal Projects for Semester – All
- How do we want to use our project work time in meetings?
  - Group decided on: 1st half hour whole group, 2nd hour project break out time, last half hour - share action items and wrap up
- Which projects do we want to focus efforts on this year?
  - Ideas from last meeting discussed + checked in with new committee members
  - The following are a list of projects people are passionate about this semester (bolded people below used time to discuss first two projects):
    - Water conservation (landscaping) – Mike with support from Russ, Sharon, Ron
    - Composting/Waste diversion/recycling (potentially networking with other schools)– Kurt, Robin, Kelsey, Jen, Liz, Briana, Robin
    - Lighting/energy efficiency – Russ, Mike
    - Earth Day planning – Ron, Jen, Briana, Kelsey, Danielle
    - Sustainability education series (film festival) – Kurt, Jen, Kelsey, Sharon, Danielle
    - Lake clean-up – Ron, Robin
    - Nature Preserve - Ron
    - Green School certification – Sharon
    - Starting student club/aligning efforts – Celena, Kelsey, Briana

2:55 – 3:00 Project Check ins & Closing – All
- Generated action items for next meeting around water and waste
- Next meetings: October 7th, November 4th, December 2nd 1:30-3:30pm
- Discussed roles for October 7th meeting:
  - Snacks – Jen
  - Note-taking – Kelsey & Briana
  - Website updates – Russ
  - Academic Senate approval for Ron, Sharon, Kurt, Danielle, Briana - Briana