**Los Medanos College**

**Sustainability Committee**

**Wed, 9/2/15 1:30 PM - 3:00 PM**

**SS4-409**

**1:30 – 1:45 Welcome – BMc**

* Re-introduce committee members, share summer experiences, meet new members

**1:45 – 1:50 Set Semester Meeting Times**

* First Wednesdays 1:30 – 3:30?

**1:50 – 2:15 Compliance with Brown Act & Action Items from last time – RH & BMc**

* Brown Act Compliance
  + Post agenda 72 hours in advance
    - Who sets agenda?
      * Possible Idea: rotating leadership can check in 2 weeks before meeting to generate agenda (can be flexible 30-min conference call or in-person meeting)
        + Then, send out agenda a week in advance to capture new items, get feedback from members
      * Fall ’15 Leaders – BMc, RH, \_\_\_
  + Go over minutes from previous meetings
    - Possible idea: review electronically to save paper – can we do this?
  + Approve new faculty, staff, students
    - Updates
* Student Sustainability Club update
* Other Brown Act requirements & action items

**2:15 – 2:45 Focal Projects for Semester – BMc**

* How do we want to use our time in meetings?
  + Possible structure 1: 1st hour of meeting whole group, 2nd hour project break out
  + Possible structure 2: 1st half hour whole group, 2nd hour project break out time, last half hour, share action items
  + Other ideas?
* Which projects do we want to focus efforts on?
  + From last meeting:
    - Water conservation – Mike with support from Russ
    - Lighting – Russ with support from Mike
    - Earth Day planning – Ron, Jen, Briana, Mark
    - Starting student club/aligning efforts – Celena, Briana
    - Composting/Waste diversion – Kurt, Karen, Mark, Margaret
    - Sustainability education series – Kurt, Jen, Mark
    - Jazzing up webpage – Danielle
    - Curriculum planning – Margaret

**2:45 – 2:55 Project Check ins**

* Check in with project team members

**2:55 – 3:00 Closing**

* Action items for next time