

**Minutes – May 21, 2019 9-10:30am, Topp Room
Provost Council**

MEMBERS	Sue Opp, Graham Benton, Don Maier, Kevin Mandernack, Francelina Neto, Michele Van Hoeck, Julia Odom, Priscilla Muha, Marc McGee, Katie Hansen, Mike Kazek, Gary Moser, Veronica Boe, Matt Tener, Dinesh Pinisetty, Sam Pecota, Rhonda Pate
GUESTS	Jessica McGinley
ABSENT	Sam Pecota, Michele Van Hoeck, Marc McGee, Don Maier, Priscilla Muha, Matt Tener

1. Approve Minutes from May 7, 2019	
	APPROVED
2. Energy & Sustainability (Sheikh Nayeem)	
	<ul style="list-style-type: none"> • Goal for Academic Affairs: Integrate sustainability into curriculum • Various topics: water/energy/waste & e-waste/transportation management, Climate Action Plan • Partnered w/ the City of Vallejo • Example of a student project: Water Management Plan <ul style="list-style-type: none"> - Special fixtures on all faucets to limit water waste - Students & Faculty participants were on the Sustainability Committee (Ryan Storz, Larry Bienati, Kevin Mandernack, Steve Runyon) - Introduced reusable water bottles to campus (participated in competition and our sustainability logo won first prize) • Additional opportunity for students to get involved: Lighting Audit & Savings <ul style="list-style-type: none"> - Looking for ways to lower consumption - Have a possible 3rd party investor • EV Chargers in parking lots around campus <ul style="list-style-type: none"> - Funded by PG&E - Goal: 27 by Fall 2020 • Waste Management <ul style="list-style-type: none"> - Looking into a Composting Project - New signage & bins - Looking into a plan for e-waste - Encourage “Energy Star Rated” purchases • Ideas for integrating into the Curriculum: <ul style="list-style-type: none"> - Write papers - Participate in projects around campus (such as the Water Management Plan) - Develop Apps that help monitor data & usage - Offer elective classes - Data collection & analytics - Introduce sustainability journals to the Library • Some form of assessment must be done to show student participation • Recommended to go through Dinesh Pinisetty to get Faculty involvement & spread awareness • We need to combine campus efforts • Should be an area of focus for the President’s Mission Achievement Grants
	Presentation from Sheikh Nayeem, Director of Energy & Sustainability
3. Computer Refresh (Opp)	
	<ul style="list-style-type: none"> • List of computers 5+ years or older • Still working on updating the list for 2020 • Requested an additional 8 computers for Academic Affairs <ul style="list-style-type: none"> - 6 New Faculty, 2 New Staff
	2019 Summer Computer Refresh List - Handout

4. Managing Up (Opp)

	<ul style="list-style-type: none"> • Do Your Homework <ul style="list-style-type: none"> - Be prepared for questions - Do research (go in w/ data & knowledge) - Know the history/background • Plant the Seed <ul style="list-style-type: none"> - Nobody wants to be the last to know - Remove the shock when making the ask • Bring Solutions/Not Problems <ul style="list-style-type: none"> - Ideas towards a solution - Provide various options - Don't transfer the monkey to someone else's back • Make it Easy to Say "Yes" <ul style="list-style-type: none"> - Suggestions, Recommendations, Solutions - Support the Pros, Defend the Cons
	Each member of the Provost Council will choose a topic to present to the group

Action Item	Responsible Person(s)	Comments/Status
Choose a topic to present	Everyone	