

CCSE Events and Activities Meeting Minutes

Date: Tuesday, November 19, 2013

Time: 12:30-1:30 p.m.

Location: University Hall (UH), Room 2650

Attendees:

Hyejung Lim

Jason Maslanka

Brian Zeid

Victoria McClain

Carrie Grogan

Cindy Klein-Banai

Lisa Sanzenbacher

Shelby Egan

Discussion/Things that have been established:

1. Updates to the 2013 Chancellor's Committee on Sustainability and Energy (CCSE) Report

- a. Encourage UIC departments and units to incorporate sustainability into events, as well as reduce the environmental impacts of events
 - i. Ask Deans, Directors and Department Heads to communicate existence of subcommittee to respective departments that plan events. Offer the Office of Sustainability's assistance in making events more sustainable
- b. Provide a "sustainability" sorting mechanism to the campus web calendar
 - i. Current/Future re-design of UIC's website. Office of Sustainability's Outreach Coordinator working with contact in charge of web calendar to create this
- c. Create a campus-wide "UIC Green Event Planning Guide"
 - i. To address the differing types and sizes of events, more than one Green Guide should be created. Reviews should be conducted with Meetings and Conferences, Student Centers, and the Forum, with a separate guide for offices and departments. Guides will be introduced to event coordinators, hosts, and person in charge, etc. so to create visibility in the service of the guides. Once finalized, market the Guides to the UIC community (tabling, meetings, Eco-Reps, co-sponsoring events with groups, etc.). Costs will be considered when Guides are created, as costs are associated with some sustainability behaviors.

2. Earth Month

- a. Earth Month takes place all throughout April of 2014, with sustainability themed events being held across campus. Discussion on types of events to be held included EcoJam, Bike2Campus Week, and personal electronics recycling. Members are encouraged to help in the planning and coordination of events.

Things we are continuing to work on:

1. Creating UIC Green Guides (Forum, Student Centers/Meetings and Conferences, Offices and Departments, Catering)
2. Meeting in the spring to coordinate Earth Month events