



Portland Community College 2017 Sustainability Leadership Council Planning Retreat Notes

Date: Wednesday, October 11, 2016; 10:00 am -- 3:00 pm

Location: Cascade Campus, CC Oak & Elm Rooms



Retreat Objectives

- Acknowledge accomplishments of last year
- Identify assets and barriers shared among sub-committees
- Formulate upcoming sub-committee initiatives and timeline for implementation
- Connect how our shared assets can address sub-committees' barriers
- Advance the college's Climate Action Plan, Strategic Plan & President's Work Plan

In Attendance

Briar Schoon – Sustainability Manager; Tony Ichsan – FMS Director & SLC Co-Chair; Sandra Fowler-Hill – Rock Creek Campus President & SLC Co-Chair; Esther Forbyn - Sustainability Analyst; Caitlin Ahearn - Sustainability Assistant; Elaine Cole – Rock Creek Sustainability Coordinator; Heidi VanBrocklin - FMS Communications Project Specialist; Melissa Aaberg – Web Specialist; Laura Ward - Energy Resource Manager; Donna Bezio – FMS Project Manager; Joe Culhane - Director of Student Resources, ASPCC Cascade; Moon Rose Doherty - Newberg Learning Garden Coordinator; Jack Lussier - Grounds Manager; Heidi Sickert – Business Faculty & SPARC Chair; Miguel Arellano Sanchez - Multicultural Center Coordinator, Sylvania Campus; Venus Barnes - AmeriCorps Learning Garden Educator, Sylvania; Peter Ritson – Sylvania Environmental Center Coordinator; Dieterich Steinmetz – Sylvania Math & Science Dean; Mark Gorman – Transportation Demand Management Coordinator & Scope IIIB Chair; Mandy Ellertson – Rock Creek Student Life Director; Linda Eden – Auxiliary Services Director

Ground Rules

- Pause between talking
- Give everyone the benefit of the doubt
- Have fun!
- Be present
- Remember why we are here: sustainability, to improve, for students
- Be reflective and restore
- Use CRT lens and fist of five with decision making
- Be aware of your “air time”
- Be considerate of other people's time
- Focus on solutions

District Updates by Briar

- New staff
 - Esther Forbyn – Sustainability Analyst
 - Caitlin Ahearn – Sustainability Assistant
 - Zachariah Strife – Strategic Energy Management Intern
- Climate Leadership Awards (woop!)
- Eco Challenge 2017 – GO ECO PANTHERS!
 - 124 members so far
- TGIF – Now accepting proposals!
 - Due Nov 13
 - \$160,000 in pot for biennium
 - \$1MM have been distributed so far (including this year)!
 - Cascade will be applying for learning garden
 - Now on Qualtrics
- AASHE Conference next week

- A number of attendees funded by Spark
- Set aside time at next meeting for recap
- WOHESC Feb 6-8 at PSU
 - First time WA and OR conferences are together
 - **Let Briar know if you are interested in attending by Friday 10/27**
 - Several PCC presentations and will do tour at Rock Creek campus
- Outreach Committee Chair position is vacant
- CAP update as of July 2017 highlighted on handout
 - TGIF Fund
 - Learning garden produce
 - Working on GHG inventory and will update those numbers later this year



STARS Progress Report: Esther

- PCC submitted its third [STARS report](#) this year; received Silver rating
- Program is ran by the [Association for the Advancement of Sustainability in Higher Ed](#)
- Want to go from silver to gold in next reporting cycle
- Transparent, self-reporting rating system
- Current rating is silver with 61.96 points; need 65 for gold
- Not getting credit for some current practices

- Practices not reflected in written policy
- Sometimes lack accessible data
- Strengths: Building, Innovation
- Room for improvement: Food and Dining, Transportation, Purchasing, Wellbeing and Work, Waste
 - These are impact-driven, so really hangs on data about results (ex, how many people actually use non-car transportation? How many employees make a living wage?)
- [Report](#) is online under “Commitment” on sustainability page
- How everyone can help:
 - Communicate and Brainstorm today about how your work contributes to STARS reporting
 - Review PCC’s STARS submission and become familiar with the points structure
 - Maintain database of your purchases
 - Contribute to policy
- Rating is active for three years
- Discussion of “modal split” versus effort put into encouragement
 - Opportunities for policy around telecommuting – difficult to travel between campuses with shuttle in timely manner

Facilities Plan Update: Tony

- Focus on accreditation
 - Mid-cycle site visit in April, under NWCCU
 - Sustainability is a core theme and therefore assessed with accreditation
 - Core Themes, Objectives, and Key Indicators of Achievement (KIA) are part of the reporting
 - In process of accomplishing 3 KIAs: STARS rating, GHG emissions, LEED silver

Sub-committee updates

- **Scope I & II (Energy) – Chair: Laura Ward**
 - PCC is now in our third year of working with Energy Trust’s Strategic Energy Management (SEM) program and we now have a part-time intern!
 - We continue to work to fund and implement district wide energy efficiency projects. Current projects are lighting retrofits at Climb and SE.
 - We are also looking at occupant engagement opportunities to reduce our greenhouse gas footprint.
 - Master Plan will fit into this – strategically place students
- **Scope IIIa (Transportation) – Chair: Mark Gorman**
 - Through a \$191,000 Metro Regional Travel Grant (RTO) we have launched a 2-year project to take the bike rental program district-wide and launch an individualized marketing program.
 - Rent bike for \$15 for term with lights helmet and bell
 - When folks are hired they will be called and emailed about transportation options
 - Bike lights, water bottles, info, etc in bag – meet in person to chat

- Tabling 2 campuses per day
 - Through the bike program, one part-time worker will promote alternative transportation options at Rock Creek and Sylvania Campuses. Two part-time transportation ambassadors will work towards reducing single occupancy vehicle commuters through education and outreach campaigns.
 - The shuttle fleet has added two new low-emission vehicles.
 - Last year: Hug a Pug! Worked incredibly well - play with pugs while you talk with them about transportation during finals week
 - Bike lockers have been added
 - New construction at Rock Creek including bike/walk path separated from cars by landscaping
 - After done, will promote bike program
 - Want to offer employees more benefits and options
 - Must negotiate with union
 - Cheap parking in union contract = lots of driving
 - Have been trying to negotiate since mid-90s
 - Active Transportation Coordinator position is permanent
- **Education – Chair: Heidi Sickert**
 - PCC Curriculum office approved 12 more courses to be added to the PCC Sustainability Focus Award Course List.
 - SPARC awarded 10 PCC students with the Sustainability Focus Award - the largest cohort to date!
 - SPARC hosted it's annual Sustainability Across Curriculum professional development workshop (with a focus on Food Justice & Innovating for Healthy Communities. There were 7 presenters and a tour of the new SE Learning Garden. 30 PCC faculty attended and received stipends (as eligible).
 - SPARC sponsored 10 faculty and staff in attending the 2016 AASHE conference in Baltimore, MD
 - Assisted numerous individual faculty members with curriculum revisions to incorporate sustainability into their courses.
- **Scope IIIb (Solid Waste & Consumption) – Chair: Briar Schoon (outgoing), Esther Forbyn (incoming)**
 - We've installed new waste signage and header boards throughout the district.
 - We have now completed the roll-out of our Mini Max program!
 - We've established a new pen/marker recycling program with Terracycle – help us spread the word!
 - We piloted reusables in catering and plan to extend.
 - The Print Center now carries 30% recycled content in all printing operations.
- **Outreach – Chair: Vacant**
 - Launched new sustainability Twitter account PCC_Sustain with 89 followers, 10 mentions, 62 retweets & 150+ likes
 - Launched the Student Sustainability Hub. With 763 pageviews and an average time of over 3 minutes spent on the site,

- Earth Week 2017 included more than 50 events throughout the district including Dr. Marcia Chatelain for #EcoSocialJustice lectures and training.
- **Campus & Student Projects**
 - Student activity fee dollars have funded \$800k + projects!
 - Student leadership championed the college divestment effort
 - We have two new learning gardens – Southeast & Newberg
 - Rock Creek was awarded Social Venture Partners of Portland Intel Fellow
 - Grant for \$30,000, funding a Garden Fellow
 - Sylvania learning garden added a new hoop house
 - Cascade bike rental program found a home

Reflections from last year: sub-committees brainstorm assets and barriers

Outreach

Assets

- Earth Week was a success
- Marketing department
- Submitting grant: have students be marketing group
- Paid advertisements
- Nationally recognized
- Awards we've won
- Workshops

Barriers

- Time constraints
- Work overload for staff and staff
- Lack of compensation
- Lack of visibility
- Commuter campus, non-traditional students not here all day
- Student and staff turnover
- Budget
- Turnover in strategic communication – Margot left

Education

- **What worked (assets)?**
 - Mandy-we integrated eco social justice training component into ASPCC, 3 day event with Earthweek by bringing Dr. Chatelin-160 leaders at Cascade participated, good response to her lectures at each campus, ASPCC district-wide has implemented new positions to bring the 3 E's into new positions and work.
 - Moonrose-Work study position which can be educational to person and obviously to provide education to others, having physical structures such as cob structure, food forest and signage for public, weed management plant.
 - Miguel-MC collaborating with sustainability and environmental center on Earthweek, used programming money to create zero waste events with the Pow wow, will utilize EPP for office supplies, PCC website

- Peter-working with MC and other student center leaders, saved resources in Chemistry on textbooks, paid staff has helped bring
- Bringing together triple bottom line
- Changes in student government
- Staff – work study, AmeriCorps, casual
- **What hasn't worked? What were barriers?**
 - Not enough people know about all the resources PCC has online. Onboarding does not have sustainability orientation, what is HR created a triple bottom line training that each employee must complete. How do we get our key decision makers to align with triple bottom line.
 - Not having enough time to accomplish goals,
 - Student population carries a lot of burdens and make it hard to engage, also commuter college and transient population makes education early and often and takes a lot of time. Lack of leadership from Food Service to use durable dishes.
 - PCC new construction will include more mechanical, operational and educational guidelines and signage that are developed in consultation with SLC and other sustainability staff. How can PCC make it easier to do projects.

Scope IIIa (Transportation)

- Top three reasons to use alternate transportation
 - Improve health
 - Cost of driving
 - Environmental concerns
- How to target each group based on each value?
- Need administrative support for employee transportation fee/subsidy/improved transit benefits – must be an important issue for administration
- Need to improve technology for telecommuting

Scope IIIb (Solid Waste & Consumption)

- Goal: Herbicide free on all campuses
 - Assets
 - Not releasing harmful products
 - Natural landscape
 - Barriers
 - Funding – grounds
 - Not enough staff
 - More weeds, more things to keep up with
- Goal: increase use of compostable ware to divert waste to compost
 - Members of current committee not really in agreement with this goal. Does not seem feasible due to composting processors moving to food only.
 - Would rather increase use of durables
- Goal: Remodeling of Sylvania cafeteria for with dishwashers and green floor product. Didn't happen.
 - Assets

- Less waste
 - More efficient
 - Cleaner
- Barriers
 - space for storage
 - Timing
 - Budget
- Goal: Increased signage in cafeteria for vegetarian/vegan options
 - Assets
 - Easy
 - Not a lot of work
 - Barriers
 - Time
 - Culture change

Planning for the future -- in sub-committees

- *See end of document for goal worksheets*
- Identify initiatives for the next year
- Connect to [Climate Action Plan](#), [PCC Strategic Plan](#) & [President's Work Plan](#)
- Timeline for the year -- updates to be shared at SLC meetings

Scope IIIb (Solid Waste & Consumption)

- End herbicide use on PCC campuses
 - Close to goal - Woohoo!
 - Staffing is concern – labor intensive
 - Engage work study students! Campaign, TGIF, rebrand?
 - Title of job makes big difference
 - Assets: bee campus, grounds is committed, supports pollinators
- Expand durables for catering
 - End date? Have been working on this forever. Fall 2018 or 19.
 - TGIF for purchasing of durables
 - Next steps depend on if we have dishwashers available
 - How can we make it easier? Stakeholder engagement
 - Barriers: storage, culture mindset, staffing, infrastructure
 - Assets: working pilot, low investment
 - Are there other options for washing dishes? Contract it out if necessary?
 - Peter: we need building standards for storage, bikes, dishwashers, water bottle stations

Education

1. Ethical project management-programming with planning in fiscal, environmental and social justice lenses.
 - a. To foster collaboration, outreach to at least 3 other centers or programs
2. Integrated training approach model (checklist) for project management and event planning for centers, student leaders, staff and faculty. make a video-Mandy

3. Invite Washington County solid waste and recycling Eat Smart, Waste Less Challenge staff to do educational programming on campuses. Mandy and ej
4. Learning Gardens need a leader/facilitator to gather them together for quarterly meetings that rotate at each site.
5. Intentional edible grazing gardens/raised beds to promote economic, equity, environmental on campus with educational signage. Peter

Scope IIIa (Transportation)

- Target managers that travel between campuses to give options
 - Cameras for everybody for google hangouts
 - Everybody will have iPhones – show with Facetime, photo leak or other issue
 - Encourage flexible schedules so employees can catch shuttle
 - Wi-fi on shuttles – work on shuttle to make up time
- Administrative support for transportation fee and parking costs
 - Must get higher level buy in to negotiate with unions
 - Next union agreement should not specify dollar amount
 - Building in flexibility
 - Shuttle is not always convenient – adds a significant amount of time

Outreach

- Support a stronger synergy between sustainability and equity and inclusion efforts at PCC in partnership with the Education subcommittee.
 - Connect to DLDC to identify shared vision, being resource
 - Support affordable food
 - Earth Week: collaborate across events, theme
- Increase accessibility and awareness of existing programs
 - Complete a student survey
 - Sustainability Hub
 - Postcards that direct students to hub
 - Award for most sustainable actions by a student – financial award
- Raise up PCC as thought leader for internal and external audiences
 - Same actions as last year

2017 Subcommittee Goal Worksheets

Scopes I & II: Energy

1. Goal:
 2. Strategic Direction – how this goal supports:
 - Climate Action Plan:
 - PCC Strategic Plan:
 - President Mitsui’s Work Plan:
 3. Key Action Steps and Timelines:
 4. Who will lead/champion?
 5. Assets:
 6. Barriers:
 7. Collaborators:
 8. Stakeholders:
 9. Communication Strategy:
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Scope IIIa: Transportation

1. Goal:
 1. Set flexible schedules for alternate modes of transportation (Bus) - (FMS does this for custodial dept) & encourage using options for intracampus travel (discourage SOV’s)
 2. Telecommuting - cameras for all new computers or get laptops
2. Strategic Direction – how this goal supports:
 - Climate Action Plan:
 - PCC Strategic Plan:
 - President Mitsui’s Work Plan:
3. Key Action Steps and Timelines:
 1. Get managers involved & buy-in to discourage SOV’s between campus - give 4 options (Shuttle or bus, Carpool, Car sharing, Teleconference) & use commute to work (on bus or carpool) as paid time - sign an agreement. All manager meeting?
 2. Donna will talk to IT about cameras and targeting staff who travel a lot to make it easy to use Google Hangouts
 3. Donna will talk to PS about after hours energ calls and taking photos, videos, or live face time to save trips by car. Post info at dispatch.
Timeline: DB to get answers within October, report back at next meeting
4. Who will lead/champion? Donna
5. Assets: technology
6. Barriers:
7. Collaborators: IT, PS & managers
8. Stakeholders: IT
9. Communication Strategy: Manager meeting(s)?

1. Goal: Increase visibility to transportation alternatives (non-SOV commuting) over the next two years (life of Metro grant)

2. Strategic Direction – how this goal supports:

- **Climate Action Plan:**
- **PCC Strategic Plan:**
- **President Mitsui’s Work Plan:**

3. Key Action Steps and Timelines:

- Tabling
- ASPCC monitors
- New Cafeteria Monitors
- Twitter / Entertaining & informal
- Contacting new employees at point of hire
- Participate in existing PCC events
- **Timeline:** Now through fall term 2019

4. Who will lead/champion?

- 2 Active Transportation Coordinators
- 2 Transportation ambassadors

5. Assets:

6. Barriers:

7. Collaborators:

8. Stakeholders:

9. Communication Strategy:

1. Goal: Administrative Support for a faculty/staff transportation fee & flexible parking cost, before next union negotiation

2. Strategic Direction – how this goal supports:

- **Climate Action Plan:**
- **PCC Strategic Plan:**
- **President Mitsui’s Work Plan:** Unknown

3. Key Action Steps and Timelines:

- Get Linda Eden working on it
- **Timeline:** ongoing

4. Who will lead/champion?

5. Assets:

6. Barriers:

7. Collaborators:

8. Stakeholders:

9. Communication Strategy: Creating a new employee benefit

Scope IIIb: Consumption & Solid Waste

1. Goal: Remove herbicide use at all PCC campuses by June 2018.

2. Strategic Direction – how this goal supports:

- **Climate Action Plan:** IIIb – improves natural environment and better for health
- **PCC Strategic Plan:** Themes 6-1, 6-2, 6-5 and 6-6
- **President Mitsui's Work Plan:**
 - Achieve sustainable excellence in all areas
 - 3-3
 - Expand work-based learning opportunities

3. Key Action Steps and Timelines:

- Engage work study students
- TGIF for outreach to student workers
- Intercampus engagement for grounds
- Stakeholder meeting with all grounds people
- **Timeline**
 - TGIF Nov 13
 - Early springtime and late winter - intercampus engagement
 - Herbicide free by June 2018

4. Who will lead/champion? Grounds

5. Assets:

- Bee campus
- Tree campus
- TGIF
- Work study
- Campuses that have done it already
- Habitat crew
- Learning gardens

6. Barriers:

- Staffing
- Ask campuses that are still using herbicides: why? What are the barriers?

7. Collaborators:

- Sustainability
- FMS
- AmeriCorps members
- Students
- Maybe Habitat crew

8. Stakeholders:

- Grounds
- Neighbors
- Childcare
- Students
- City or county
- Stormwater managers

9. Communication Strategy:

- Signage around campus
 - Twitter-Insta-Snapchat
 - Meetings
 - External
 - Internal
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1. Goal: Make durables accessible and expand pilot in Dining Services by Sep 2018 or 2019?

2. Strategic Direction – how this goal supports:

- **Climate Action Plan:**
 - Scope IIIb
 - Reduce amount to landfill & reduce number of disposables
- **PCC Strategic Plan:** 6-2, 6-3, 6-6
- **President Mitsui's Work Plan:**
 - Ignite culture of innovation
 - Achieve sustainable excellence
 - Drive student success (engage them in using durables) - student jobs for dishwashing

3. Key Action Steps and Timelines:

- Project request for dishwasher
- Evaluate pilot and see what needs to be improved
- Engage stakeholders - dining services and catering
- TGIF for durables
- Possible investigation of off site dishwasher
- Add storage in standards for durables
- **Timeline:** TGIF 2018 (Nov) or 2017?? Dishwasher didn't happen in Sylvania construction sooo...?

4. Who will lead/champion? Sustainability & FMS

5. Assets:

- Pilot is working
- Student work study
- Low investment
- Environmentally sound
- Reduction in trash bill
- Reduction in purchasing disposables
- TGIF potential \$
- Lifecycle assessment of durables

6. Barriers:

- Storage?
- Mindsets (culture)
- Staffing/infrastructure

7. Collaborators:

- Dining services
- ASPCC/Students
- FMS
- Sustainability

8. Stakeholders:

- Dining services
- Catering
- Sustainability
- Customers

9. Communication Strategy:

- Meetings
- Campaign (disposables vs durables) - environmental impact
- Outreach

Outreach

1. Goal: Support a stronger synergy between sustainability and equity and inclusion efforts at PCC in partnership with the Education subcommittee.

2. Strategic Direction – how this goal supports:

- **Climate Action Plan:** Connects to Outreach & Education goals
- **PCC Strategic Plan:** Theme 2, Theme 4, Theme 5
- **President Mitsui’s Work Plan:** Student Success, Equity and Inclusion

3. Key Action Steps and Timelines:

- Connect to DLDC to identify common goals and intersections, focus on shared vision and being a resource
- Support efforts to provide affordable food on campus
- Earth Week: ensure we collaborate across the college to co-create the theme, events and stay student focused

4. Who will lead/champion?

5. Assets:

- TGIF
- Student Support/ASPCC - seed swap as part of earth week
- Social media, signage, etc

6. Barriers:

- Time constraints
- Budget
- Silos

7. Collaborators:

8. Stakeholders:

9. Communication Strategy:

1. Goal: Increase the accessibility and awareness among students of hands-on sustainability opportunities

2. Strategic Direction – how this goal supports:

- **Climate Action Plan:** Outreach & Education
- **PCC Strategic Plan:** Theme 2, 3, 4
- **President Mitsui's Work Plan:**
 - Innovation
 - Workforce partnerships

3. Key Action Steps and Timelines:

- Complete a student survey on sustainability priorities, where they expect resources, etc.
- Promote the hub
- Connect with SPARC on tying into curriculum with certain faculty members
- Award for most sustainable actions, or competition for design work?
- Postcard that directs students to hub
- Communicating value of hub (CBL requirements?)

4. Who will lead/champion?

5. Assets:

- Have resource developed
- Have staffing and maintenance

6. Barriers: Lack of visibility

7. Collaborators:

- Marketing
- Web team
- SPARC
- ASPCC (orgsync) → replacement

8. Stakeholders:

9. Communication Strategy:

1. Goal: Raise up PCC as a national sustainability thought leader among internal and external audiences.

2. Strategic Direction – how this goal supports:

- **Climate Action Plan:** Education & Outreach
- **PCC Strategic Plan:** Theme 3 & 6
- **President Mitsui's Work Plan:** Powerhouse partner; core theme of sustainability; innovation

3. Key Action Steps and Timelines:

4. Who will lead/champion?

5. Assets:

- Marketing
- A lot of good work already happening!

6. Barriers:

- Time it takes to tell the story/apply
- Visibility

7. Collaborators: CRMs

8. Stakeholders:

9. Communication Strategy: Communities Magazine

Education

1. Goal: Ethical project management-programming with planning in fiscal, environmental and social justice lenses. To foster collaboration, outreach to at least 3 other centers or programs

2. Strategic Direction – how this goal supports:

- **Climate Action Plan:**
- **PCC Strategic Plan:**
- **President Mitsui’s Work Plan:**

3. Key Action Steps and Timelines:

4. Who will lead/champion?

5. Assets:

6. Barriers:

7. Collaborators:

8. Stakeholders:

9. Communication Strategy:

1. Goal: Integrated training approach model (checklist) for project management and event planning for centers, student leaders, staff and faculty. make a video

2. Strategic Direction – how this goal supports:

- **Climate Action Plan:**
- **PCC Strategic Plan:**
- **President Mitsui’s Work Plan:**

3. Key Action Steps and Timelines:

4. Who will lead/champion? Mandy

5. Assets:

6. Barriers:

7. Collaborators:

8. Stakeholders:

9. Communication Strategy:

1. Goal: Invite Washington County solid waste and recycling Eat Smart, Waste Less Challenge staff to do educational programming on campuses.

2. Strategic Direction – how this goal supports:

- **Climate Action Plan:**
- **PCC Strategic Plan:**
- **President Mitsui’s Work Plan:**

3. Key Action Steps and Timelines:

4. Who will lead/champion? Mandy and AJ

5. Assets:

- 6. Barriers:
 - 7. Collaborators:
 - 8. Stakeholders:
 - 9. Communication Strategy:
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1. **Goal:** Learning Gardens need a leader/facilitator to gather them together for quarterly meetings that rotate at each site.

2. **Strategic Direction – how this goal supports:**

- Climate Action Plan:
- PCC Strategic Plan:
- President Mitsui’s Work Plan:

3. **Key Action Steps and Timelines:**

4. **Who will lead/champion?**

5. **Assets:**

6. **Barriers:**

7. **Collaborators:**

8. **Stakeholders:**

9. **Communication Strategy:**

1. **Goal:** Intentional edible grazing gardens/raised beds to promote economic, equity, environmental on campus with educational signage.

2. **Strategic Direction – how this goal supports:**

- Climate Action Plan:
- PCC Strategic Plan:
- President Mitsui’s Work Plan:

3. **Key Action Steps and Timelines:**

4. **Who will lead/champion?** Peter

5. **Assets:**

6. **Barriers:**

7. **Collaborators:**

8. **Stakeholders:**

9. **Communication Strategy:**
