Sustainability Steering Committee
May 23, 2018

Jodi Soboll and Dan Henroid, co-chairs
Agenda

• Introductions and member updates (Favorite apps) – 5 min
• “Doing More With Less” Tips from CLS workshop – 20 min, Lyan and Gail
• FY18-19 Budget requests and approval 5 min, Gail
• Sustainable Procurement Updates – 20 min, Dean
• Sustainability Awards recognizing all committees and workgroups – 5 min, Lyan and Gail
• UCOP Annual Report Data Requests – 5 min, Lyan
• Future focus ideas for SSC – 10 min, group discussion
• Communications: new ideas, GH options and digital signage – 8 min
• Jodi and Dan last words– 2 min
Accomplishing More With Less Tips from CLS Workshop

Part I

• The Results Curve (Chapter 1)
• Email Subdued – Organize your email inbox in no time (Chapter 4)
• Immediate Priorities Matrix (Chapter 8)
The Results Curve

Working on a task

Results

Time
The Results Curve

Working on a task

Results

Time

Results suffer

Working on a task

Results

Time

Restarting point
The Results Curve

Interruptions:

Emails
Requests for information
Questions from colleagues
Noise levels

50,000 thoughts per day!

This is our life: a life of interruptions.
Emails – Organize your email inbox in no time

▪ How often do you check your email?

▪ Categorize Emails

Categorize button is located on the Home tab in Outlook

Add Follow Up Flags with a reminder if needed
Emails – Organize your email inbox in no time

- Establish E-mail Process

1. Email
2. Yes → Now or later?
3. No

Flag: Today, Tomorrow, Waiting For?
Emails – Organize your email inbox in no time

- Reviewing categorized messages

Wouldn’t it be nice to be able to see all these categorized messages in one place and nicely organized by color? – Yes!

Create a “Categorized Mail” Search Folder

Do we still need to see the categorized email in the inbox folder? No – Create an Inbox Filter
Emails – Organize your email inbox in no time

But what do I do about the 2000 messages in my inbox right now?

1. Select a cut-off date that is a few weeks back (perhaps a month)
2. Move all the emails older than your cut-off date to a folder titled “catch-all”
3. Go through the remaining messages based on categorizing technique
Immediate Priorities Matrix
Managing conflicting priorities

- The Immediate Priorities Matrix Tool
  - Used primarily when you have too many priorities, feel overwhelmed, and are not sure where to start
  - All appear to be urgent and equally important
  - Find yourself unable to focus on any one task
Building an Immediate Priorities Matrix

<table>
<thead>
<tr>
<th>Priority</th>
<th>Breakdown</th>
<th>Immediate/Next Actions</th>
<th>Estimated Time</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Immediate Priority Matrix

Table 10: Estimating duration and identifying timeframe

<table>
<thead>
<tr>
<th>Priority</th>
<th>Breakdown</th>
<th>Immediate/Next Actions</th>
<th>Estimated Time</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ally technologies</td>
<td>Install new software</td>
<td>Install new software</td>
<td>60 min</td>
<td>Wednesday March 21</td>
</tr>
<tr>
<td></td>
<td>Plan first session</td>
<td>Ask Joan for dates</td>
<td>5 min</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Update Joan &amp; team</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Send material to printer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Train the trainer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Schedule final dates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Priority</td>
<td>Breakdown</td>
<td>Immediate/Next Actions</td>
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<td>Deadline</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
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</tr>
<tr>
<td>Ally technologies</td>
<td>Install new software Plan first session Update Joan &amp; team Send material to printer Train the trainer Schedule final dates</td>
<td>Install new software Ask Joan for dates</td>
<td>60 min 5 min</td>
<td>Wed Mar 21</td>
</tr>
<tr>
<td>Applied Engineering</td>
<td>Prepare the content Debrief Christy Update proposal Schedule call with Training director</td>
<td>Prepare the content first pass E-mail Christy</td>
<td>60 min 20 min</td>
<td>Tue Mar 20</td>
</tr>
<tr>
<td>Ad-Tech Conference marketing material</td>
<td>Finish the program outline and description Send it to conference coordinator for review Ask Christine to proof it Send to printer</td>
<td>Finish outline and description Send it to conference coordinator</td>
<td>60 min 10 min</td>
<td>Fri Mar 23</td>
</tr>
<tr>
<td>Budget update</td>
<td>Review latest input Update sales projections Finalize new hosted services agreements Send to Joan for her input</td>
<td>Plan what is needed, who will be contributing to this process, and delegate accordingly</td>
<td>2 hours</td>
<td>Thu Mar 22</td>
</tr>
<tr>
<td>Partnership agreement with Timothy</td>
<td>Review agreement with legal Update marketing material based on latest discussion Send to Christine to proof and layout Finalize and sign agreement</td>
<td>Update Timothy, and ask for an additional week</td>
<td>5 min</td>
<td>Thu Mar 15</td>
</tr>
</tbody>
</table>
Immediate Priority Matrix

From matrix to calendar:

1. Scheduling
   - Call Joan, e-mail Brenda, check on campaign status
   - Product design meeting with John and team
   - Conference call with East Cost development team

2. Managing Expectations
   - Install new software (for Ally Technologies)

3. Negotiation
   - Review marketing update and identify next steps
# FY18-19 No Cost Project Ideas

<table>
<thead>
<tr>
<th>Work Group</th>
<th>Tactic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culture Shift</td>
<td>1. Continue campaign on Climate/Health</td>
</tr>
<tr>
<td>Climate Change</td>
<td>1. PGS cohort project for carbon capture</td>
</tr>
<tr>
<td></td>
<td>2. Lighting audit</td>
</tr>
<tr>
<td>Zero Waste</td>
<td>1. School of dentistry champion for recycling plastic chair coverings</td>
</tr>
<tr>
<td></td>
<td>2. Rebranding Effort</td>
</tr>
<tr>
<td>Water Conservation</td>
<td>1. Deploying new posters and working on adding subpage on water to website</td>
</tr>
</tbody>
</table>
## FY18-19 No Cost Project Ideas

<table>
<thead>
<tr>
<th>Work Group</th>
<th>Tactic</th>
</tr>
</thead>
</table>
| Sustainable Operations | 1. BigFix Study  
                        | 2. Fume Hood Dashboard in CVRB  
                        | 3. Plugload Study  
                        | 4. Freezer Clean Up Service  
                        | 5. Shared Equipment        |
| Toxics Reduction    | 1. Fragrance Free Policy  
                        | 2. IPM policy  
                        | 3. Eusure Red List for off contract purchases |
| Green Building      | 1. LEED building signage  
                        | 2. Update TPC for CP Green checklist  
                        | 3. Develop a green building supplies library |
| Sustainable Food    | 1. Partnership opportunities w/ zero waste. (food recovery, Recology changes, and food insecurity with student academic affairs) |
## FY18-19 Work Groups Budget Ask

<table>
<thead>
<tr>
<th>Work Group</th>
<th>Tactic</th>
<th>Budget Ask</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Toxics Reduction</strong></td>
<td>1. UC Chemical Database data upload</td>
<td>$6,000</td>
</tr>
<tr>
<td></td>
<td>2. Pharm Waste collection containers</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Climate Change</strong></td>
<td>1. Temperature Set Point education</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Culture Shift</strong></td>
<td>1. Climate Health Campaign</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>2. Update Sustainability Video</td>
<td>$8,000</td>
</tr>
<tr>
<td><strong>Zero Waste</strong></td>
<td>1. HealthWaste update</td>
<td>$6,000</td>
</tr>
<tr>
<td></td>
<td>2. UCSF Health Waste campaign and event</td>
<td>$6,000</td>
</tr>
<tr>
<td></td>
<td>3. Zero Waste video update</td>
<td>$13,000</td>
</tr>
<tr>
<td><strong>TOTAL REQ</strong></td>
<td></td>
<td>$50,000</td>
</tr>
</tbody>
</table>
## FAS Budget Approval 18-21

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount Requested (in thousands)</th>
<th>Amount Approved (in thousands)</th>
<th>Duration</th>
<th>Summary of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved for SVC / FAS funding</td>
<td></td>
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</tr>
</tbody>
</table>
| Sust1         | 50                              | 50                             | Three years (50K/yr)      | **Sustainability Projects**
|               |                                 |                                |                           | Waste reduction, sustainable food, toxics reduction, green buildings, green procurement |

Annual Report back to FAS with spend and results/savings per project
Agenda

• Introductions and member updates (Favorite apps) – 5 min
• “Doing More With Less” Tips from CLS workshop – 20 min, Lyan and Gail
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• Sustainable Procurement Updates – 20 min, Dean
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SUSTAINABLE PROCUREMENT AT UC
Dean Shehu
The Procurement Leadership Council (PLC) voted and approved the Sustainable Practices Policy. Awaiting approval by President Napolitano

This policy provides:
• Clarity on sustainability criteria
  – Green Spend
  – Economically and Socially Responsible Spend
• Guidance for sustainable procurement

The policy also requires a minimum of 15% of the points utilized in competitive solicitation evaluations to be allotted for sustainability criteria.
• Effective 2019
• Much flexibility given to procurement for criteria to achieve 15%
Economically and Socially Responsible Spend

Target: 25% Socially and Economically Responsible Spend

First report from UCSF due in five (5) fiscal years

Business holding one of the UC-recognized certifications for:
- Small Business Enterprises
- Disadvantaged Business Enterprises
- Women-owned Businesses (or women owned small businesses)
- Minority Business Enterprise
- Service Disabled Veteran-owned Businesses
Sustainability Awards Call for Nominations

- **Mar 5** - Call for nominations through March 30
- **April 2** – extended nominations for two more weeks
- **April 13** is last day to submit nominations
- **NEW DATE June 27** – 11:30-1:00 Sustainability Awards Ceremony at Alumni House, Parnassus
UCOP Annual Report Data Requests

- All data due by August 15
- Reporting timeline is FY2017-2018
- If you are a WG chair, you should have received the ‘Annual Report Data Collection Instructions’
  - 3 Folders
    - Qualitative data (top 5 achievements, objectives for 2019)
    - Quantitative data (all spreadsheets now in one folder)
    - Photos
  - Additionally, survey for foodservice people and other contributors (such as the Academic Senate Leadership)
CHESC, July 9 – 12, Santa Barbara

- Registration open!
- Early Bird ends June 1
  - $580 – early bird
  - $630 after June 1
- Presentations?
- Best Practice Award Winners?
# 2018-2019 Action Plan

## 6. ACTION PLAN

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsibility/Owner</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC #1: Establish a Task Force to provide performance criterial to achieve zero carbon in the TCO in the BCA for new construction, renovation, and infrastructure projects, and highlight these tradeoffs to decision-makers</td>
<td>Robert Stickney</td>
<td>FY2019</td>
</tr>
<tr>
<td>RC #2: Explore and propose funding options in BCA to staff 1 FTE per 1M square feet to speed implementation of SEP projects</td>
<td>Jon Giacomi</td>
<td>FY2018</td>
</tr>
<tr>
<td>RC #3: Work with UCOP and cross-functional team to recommend policy statement &amp; gain support from stakeholders to establish strong EPP policies.</td>
<td>Jim Hlne</td>
<td>FY2019</td>
</tr>
<tr>
<td>RC #4: Implement a new transportation policy for departments to purchase zero carbon vehicles with marketing campaign and incentives.</td>
<td>Erick Villalobos</td>
<td>July2018</td>
</tr>
<tr>
<td>RC#5: Explore carbon implications of campus growth and research sustainable development in higher education for recommendations to Development and leadership.</td>
<td>Lori Yamauchi and Gail Lee</td>
<td>FY2019</td>
</tr>
</tbody>
</table>
Agenda

- Introductions and member updates – 5 min
- “Doing More With Less” Tips from CLS workshop