

Campus Sustainability Subcommittee (CSS)
MEETING MINUTES

Monday, September 11, 2023, 2:30-4:00 pm

Present: Apple Alvarez, Beth Brucker-Kane, Megan Buchanan, Grace Geurin, Jen Natyzak (note taker), Christine Page, Dan Rodecker, Tarah Rowse (Chair), Carol Schnitzer, Mark Youndt

Absent: Darren Drabek

This meeting was held in person.

Meeting Agenda

1. Institutional Sustainability Initiatives Update
 - a. Palmertown Range update (Mark)
 - i. Skidmore owns over 1500 acres of land. The underway Sarah B Foulke Friendship Plan connects Saratoga Springs with Moreau State Park. The project includes the northern most parcel of Skidmore's "new lands" and supports economic development with a trail segment behind Artisanal Brewery. Skidmore's land, next to the stables, will serve as the southern terminus.
 - ii. Skidmore is one of the founding members of the Sarah B Foulke Friendship Trails, a project led by Saratoga PLAN, with 10 partners.
 - iii. The trail segment at the north end is flagged and needs approval from the Village of Greenfield. The site needs a stewardship plan. The DEC area is all managed by Saratoga Mountain Biking Association (SMBA). Greenfield code recognizes trails as a recreation facility, which means that there are setbacks at property borders. The town wants emergency access plans.
 - iv. Originally there was a handshake agreement for Skidmore to have access to the Roohan-donated through Hilltop Dr and three faculty have used the area annually for research. The parcel behind artisanal has been a good start for improving access.
 - v. DEC contract outlines rules for trail construction and design with SMBA. Skidmore will need to develop a plan for trail building and maintenance.
 - vi. DEC law protects property owners from liability from injuries from recreation on property.
 - b. Green Grant is co-chaired by Apple and Tarah. There is 10k from SGA for this year, to provide grants for sustainability action on campus. There will be a call for applications this October with a submission deadline before Thanksgiving. Projects will be reviewed and selected over the winter break.
 - c. Capital Projects
 - i. Water bottle refill stations are going into the sports center.
 - ii. Building metering monies for 10-15 buildings for electricity and some natural gas. Dan notes within the month a project manager will move this ahead.
 1. Dan notes we may want to look at water metering due to increased sewage costs. Skidmore is the 2nd highest user in Saratoga Springs.
 - d. Sustainability Signage project to move ahead with communications and admissions with 5 sites.
 - e. NY Higher Ed Large Scale Renewable Energy Project has been 5 years underway. Coalition of the SUNY system and 4 private colleges. It was a 300MW project initially and is now 25MW. Skidmore would receive about 8% of annual electric needs at a fixed rate of \$0.0372/kwh via a virtual Power Purchase Agreement (vPPA).

- f. Solar rooftop installations are being considered. The Inflation Reduction Act is offering incentives to support renewable energy projects with a direct pay option for non-profits. Basic analysis has outlined installation capacity potential and costs. A large project buildout (which could be phased) might produce about 20% of Skidmore's electric at a levelized costs of electricity (LCOE) of \$0.07/kWh. Skidmore will continue to explore the options.
 - g. Sustainable Landscape Management Plan (SLMP) is co-led by Tarah and Bruce, with the goal of advancing the Campus Master Plan and the Campus Sustainability Plan's goal around land management. In a focus group meeting with 16 attendees, the group reviewed 15 projects to identify the top 3 projects that the consultant LA group will bring to design. The LA Group is mapping existing conditions, establishing best practices with a lit review, and offering costing and design with those top 3 projects. The top 3 areas identified are Haupt Pond, Keyes Quad (quad by JoTo, DHall, Barrett), and CIS Parking Area.
 - i. Apple comments that SGA and Sustainability Commission spent 25k purchasing 25 lawn chairs and 10 picnic tables around campus. This year a donor offered more funding to SGA to move ahead this year. Apple says their next focus will likely be at Wiecking and in the area by the Tang
 - 1. Tarah notes that those 2 sites were a next stage project, and that Sussman may be a good focus project.
 - 2. Megan notes the Athletics area has no outdoor seating.
 - ii. Dan comments that an outdoor gathering structure may be beyond the scope for Haupt pond. He notes that Sussman is quickly overcome with big rain events, and the neighbors have flooding issues due to the overflow.
2. Annual Assessment/Reporting
- a. Electric consumption has gone up for FY23 by about 670,000kWh for approximately 1.9 million sqft of campus space. Tarah will look at heating degree days and consumption by square foot and per capita. Buildings came online in FY21 for CIS North and FY23 for CIS East.
 - i. Consumption increased in FY22 by 9% and 3% in FY23.
 - ii. Megan notes it might make sense for increased consumption given CIS east coming online.
 - iii. Dan notes new heat pumps for CIS would contribute.
 - iv. Tarah comments that Natural Gas consumption dropped significantly for FY22 to FY23, most likely due to a decreased heating need.
 - b. Water consumption is near high of 2019.
 - i. The water bill is 1 for 1 - what goes in is charged as an "out" for sewage. Dan notes that if we had metering on the chillers or irrigation (consumed water that is not returned to the sewage system) this could be deducted from the sewer usage/bill.
3. Closing
- a. Tarah notes that the "Review Sustainable Construction and Renovation Policy Proposed Changes" agenda item will be addressed at the next meeting. The policy was approved in 2021 but after tennis and wellness project, relevant updates are underway. Tarah, Dan, Mark, and Paul have developed revisions with CSS conversation. These need to be brought to the VP of Finance and VP of AA (and full cabinet) and presented to IPPC this fall semester. A large focus on this update is fleshing out the lifecycle analysis.
 - b. Tarah will continue with data assessment and present more analysis at a future CSS meeting.

Campus Sustainability Subcommittee (CSS)
MEETING MINUTES

Monday, October 16, 2023, 2:30-4:00 pm

Present: Beth Brucker-Kane, Megan Buchanan, Darren Drabek, Bruce Murray (invited guest), Jen Natyzak (note taker), Christine Page, Dan Rodecker, Tarah Rowse (Chair)

Absent: Apple Alvarez, Grace Geurin, Carol Schnitzer, Mark Youndt

This meeting was held in person in the Advancement conference room.

Meeting Agenda

1. Approval of Minutes – April 3, May 1, September 11. Minutes approved unanimously.
2. Sustainable Construction and Renovation Policy Proposed Changes - Review and Endorse
 - a. Work on the updates began last spring led by Tarah, Dan, and Mark. First round edits were made and shared with CSS. A review meeting was held with VP Orr (Academic Affairs) and VP Ingram (Finance and Administration) in May. Further revisions were made over the summer based on feedback from VP Orr and VP Ingram. Now coming to CSS for review with the intention of the revisions going to the Cabinet and IPPC this fall.
 - b. Dan notes that LEED Silver status is still on track for Tennis and Wellness Building, and CIS is on track for silver. Old Dana is expected to receive a level of certified. Certifications take a number of months after final submission with CIS expected to be completed by May.
 - c. Tarah reviewed edits to the document, highlighting context added to the intro, deleting applicability, moving responsibility. Process includes detail to process, and clarification on the policy text for item I and II. The bulk of changes is within item III for lifecycle assessment. Under item IV. Solar ready was added as discretionary options.
 - i. Megan questioned what projects would come under the policy. Would a large equipment project come under this? No. At what point is something classified as a renovation that would fall under this? Does there need to be more clarity on what projects the policy applies to?
 - ii. Megan comments about communication of the policy- item III affects a variety of people across the college and facilities is not involved in all of these projects. For the example of installing lockers in sports center, Megan knows about this but how would everyone across the college? Various departments hire contractors and run items thru their own budgets. Theater set building is another example.
 1. Beth notes that it's worth considering an engagement component to this policy. Group discussed how to notate this within the Responsibility or Process sections.
 2. Megan notes a potential checklist for people and departments to utilize.
 3. Tarah notes that she'll work on a supplementary one-pager around education/engagement, to both work with Jen Allen and Financial Services to include it in the capital budget process and to identify other departments and individuals to connect with.
 - iii. Darren asked about the distinction between LCCA (life cycle cost analysis) and LCA (life cycle assessment). Definitions, goals, and clarifications made to this section were discussed. Of primary importance is assessing for costs as well as environmental impact.

- iv. Tarah made the point that the policy does not require an alternatives analysis (comparing at least two different building design options). Instead, the policy notes that the life cycle analyses should be used to discuss alternatives. This conversation at Skidmore would be general and not concrete, given that we would not be discussing actual modeled alternatives. Many building policies (especially at research institutions with engineering and technical schools) required alternatives analysis with one or two additional building alternatives.
- v. General acknowledgement and agreement that requiring educational signage and promoting visibility and access to systems is appropriate and important.
- vi. Tarah notes potentially updating the checklist for Appendix A.
- vii. Within Appendix, space efficiency standards should be removed since there are currently guidelines being developed through the Space Planning Working Group. We should reference this work and the guidelines.
- viii. Discussed whether the group felt comfortable endorsing. The committee agreed that some adjustments still needed to be made and feedback from missing committee members would be valuable. Dan clarified that there are no new major building projects moving forward immediately and that there is time to continue to revise and develop the policy. Thus, an endorsement vote was delayed.
- ix. Next steps: Minutes to be sent out this week to the full committee. Tarah will work on a few edits based on the committee conversation with the committee reviewing again at our next meeting.

3. Space Planning Guidelines – Review and Provide Feedback to the Space Planning Working Group

- a. Dan provides context around moves of departments to CIS and to Sports Center. Spaces and offices are about to open up, and ahead of these moves it was made apparent these general guidelines would be helpful. Space Planning Working Group includes 12 people that meet weekly. This group only recommends and the cabinet decides.
 - i. Megan asks about process for departments to request space in the Sports Center. Dan and Tarah note there will be a space planning website with a form available to submit those requests.
 - ii. Dan provided an overview of the different guideline sections and some of the relevant content and working revisions that the SPWG has worked through.
 - iii. Jen raised a question about the use of wood grain as a replacement for lack of windows. The committee agreed that this item needs revisions. Jen will share some resources that provide more targeted solution in regards to a lack of daylight and that generally promote healthy buildings, especially as related to WELL building standards.
 - iv. Everyone is invited to send comments to Dan and Tarah by this Monday, October 23, 2023.

4. Other Business

- a. None.

Campus Sustainability Subcommittee (CSS)
MEETING MINUTES

Monday, November 6, 2023, 2:30-4:00 pm

Present: Apple Alvarez, Beth Brucker-Kane, Darren Drabek, Grace Geurin, Bruce Murray (guest), Jen Natyzak (note taker), Christine Page, Tarah Rowse (Chair), Mark Youndt

Absent: Megan Buchanan, Dan Rodecker, Carol Schnitzer

This meeting was held in person in the North Hall large conference room.

Meeting Agenda

1. Approval of Minutes – October 16 – passed.
2. Sustainable Construction and Renovation Policy Proposed Changes
 - a. Tarah notes new text for responsibility identifies project managers and project teams as having primary responsibility.
 - i. Mark asks if specific responsibility should be considered for VP roles.
 1. General agreement that project managers are the right individuals.
 - ii. Bruce notes that there may be further cost for managing alternative recycling streams, such as ceiling tiles and carpet.
 - iii. All accept.
 - b. Tarah notes that life cycle analysis additions add specificity on operational metrics and suggest conducting a comparative analysis.
 - i. Mark comments that some models may include a baseline, but not guaranteed, and agrees with new comparative language.
 - ii. Darren asks for an example. Tarah suggests the hypothetical possibility that a steel building might need to be compared to a timber frame building. You would need a comparative LLCA and LCA (and baseline) for decision-making.
 - iii. Bruce, Mark, others agree that more expertise would be helpful to clarify if this is sufficient.
 - iv. Jen suggests that we could get input from past project design partners.
 - c. Tarah clarified that there are different LEED rating systems that might be relevant to Skidmore, depending on project type. Examples include Building Design and Construction (new construction and major renovations), Interior Design and Construction (complete interior fit-outs), and Building Operations and Maintenance (existing buildings undergoing improvement work).
 - d. Tarah suggests that we should consider making metering a requirement (instead of discretionary).
 - i. Bruce notes additional cost of metering. Tarah notes a rough estimate for metering of \$5,000-8,000/meter though potentially less costly once an energy performance monitoring system is in place.
 - e. Tarah notes that the content for standards should be reviewed to be up to date LEED standards.
 - i. Mark notes that this can have additional text noting that LEED standard should be up to date every year or on a regular cycle.
 - f. Moving ahead- vote in this meeting and ask those not present to vote via email (Dan, Carol, Megan). Next this will go thru IPPC early next spring.

- i. Tarah confirms LCAA clarification, requiring metering, up to date LEED checklist, and review cycle consistent with LEED version updates (for LEED definitions and standards only).
- g. ACTION: Motion made and seconded to endorse the SCRIP revisions as written and discussed. Unanimous support. Motion carries.**
- h. SCRIP Education and Outreach.
 - i. Targeted stakeholder meetings to communicate this policy, email to directors and chairs meeting (Dorothy manages this) and Academic Affairs leadership (Dorothy), send thru VPs for remaining departments.
 - ii. Improve integration to the College website, tie to capital & minor project request info.
 - iii. Consider having announcement of the policy simultaneous to capital budget request announcements- aim for this cycle, this year, given that the policy is active now.

3. Purchasing Policy

- a. This is housed on the Sustainability Office webpage alone. It does not note who approved it or when it was approved (though it is believed to be in 2016). It is not on the Purchasing website.
 - i. Only the paper section has requirements, all other sections have recommendations and preferences.
 - ii. Tarah notes controls thru WB Mason make it possible to manage paper purchases, but some fall through the cracks, such as through Print Services.
 - iii. Bruce notes all janitorial paper products are from the vendor of Hill and Markes and purchased by Facilities through Pam Davis.
 - 1. We do not believe that all toilet paper and paper towel products follow the policy for 100% recycled or approved sustainability certification. We can check on this.
 - 2. Cleaning products (preference only) are also primarily purchased through Pam Davis in Facilities.
 - iv. IT/electronic purchasing section would be mostly under the purview of Dwayne and Beth's teams. Worthwhile to check in with them.
 - v. Student vehicle fleet is Carol's purview. Other vehicles are identified and purchased by individual departments (primarily Facilities and Campus Safety). Bruce recently purchased another gas-power Kubota and 3 electric golf carts.
- b. The committee discussed whether it would like to consider working on the Purchasing Policy as the next activity for this academic year. General agreement that this is a good idea. The committee may want to consider bringing in a guest with expertise and/or doing some of our own internal training and knowledge building.
- c. The committee will need to explore what an improved purchasing policy would look like, including what categories should be included and the required and discretionary elements of each. Purchasing Policy examples from other institutions should be looked at as examples.

4. Other Business

- a. None.

Meeting ended at 4:02 PM.

Campus Sustainability Subcommittee (CSS)
MEETING MINUTES

Monday, December 4, 2023, 2:30-4:00 pm

Present: Apple Alvarez, Beth Brucker-Kane, Megan Buchanan, Grace Coale, Darren Drabek, Grace Geurin, Bruce Murray (guest), Jen Natyzak (note taker), Dan Rodecker, Tarah Rowse (Chair), Carol Schnitzer, Mark Youndt

Absent: Christine Page

This meeting was held in person in the North Hall large conference room.

Meeting Agenda

1. Minutes Approved – November 6.
2. Sustainable Construction and Renovation Policy Proposed Changes
 - a. Recapping: the policy came about for review after the Tennis and Wellness Center process with a lead focus on revising the text for lifecycle assessment, which was unclear for consultants, along with additional minor updates. Revisions began in February 2023.
 - b. The IPPC Policy on College Policies from 2012 notes that there should be a responsible office for each institutional policy (maintaining the policy, directing revisions).
 - i. There is currently no responsible office for the SCRCP.
 - ii. IPPC reviews (provides input) and endorses policies, while the Cabinet approves.
 - c. Dan R shares that the policy has been shared with Dan K. who feels the current policy is good and operational. Some concern about additional costs (e.g. metering) and work for facilities (e.g. process).
 - d. Within Purpose section, the “sustainability, as a central abiding value...” statement could be considered too prescriptive. The language could be adjusted, moved, or removed.
 - e. Within Responsibility section, the language shifts to note all construction and renovation projects. Dan notes that this past language didn’t not work. There is shared concern to clarify who is responsible for all projects.
 - i. Darren notes that this is where to locate language around the responsible office as asked within IPPC.
 - ii. Language is currently “Project managers and the project team,” which could include building managers.
 - iii. Given the lack of clarity for responsible party, Beth notes that there are various places (capital projects form) that the SCRCP could be noted and communicated. For theater, dance, athletics, various folks do indeed fill out the capital projects form.
 1. When projects are approved and Jen Allen sends out account numbers about received funding, there could additionally be a note about the Sustainable Building Policy.
 2. By default, the first iteration of the policy fell under Academic Affairs, and the policy originally was discussed between VPFA Donna Ng and VPAA Michael Orr.
 3. Next step: Dan R will discuss the final language with Dan K and Tarah will connect with Dorothy.
 - f. Process
 - i. Financial Services should be replaced with “Finance and Administration.”

Campus Sustainability Subcommittee (CSS)
MEETING MINUTES

Wednesday, January 24, 2024, 8:30-10:00 am

Present: Apple Alvarez, Beth Brucker-Kane, Megan Buchanan, Grace Coale, Darren Drabek, Bruce Murray (guest), Jen Natyzak (note taker), Christine Page, Dan Rodecker, Tarah Rowse (Chair), Carol Schnitzer

Absent: Mark Youndt

This meeting was held in person in CIS 321.

Meeting Agenda

1. Minutes- approved - December 4.
2. Project and Assessment Updates
 - a. Apple shares that the Green Grant 1st cycle is underway with project decisions to be announced on Friday. Funded projects include single use plastic reduction with reusable lids for hotel pans in dining hall, a low mow meadow plot, a microgreen project in the Dining Hall, and a native landscaping project around Wilson Chapel. There's a website and a forthcoming announcement on Skidmore Weekly Bulletin.
 - b. Jen shares that the Saratoga Sustainability Fair is set for Saturday April 13th. This is the third annual event, a partnership with Sustainable Saratoga, and historically brings in about 300 attendees and includes an EV car show, exhibitor hall, and panel discussions.
 - i. Carol offers her tiny home to join the lineup! Jen will follow up.
 - c. Tarah updates the group on FY24 Capital Project submissions
 - i. The Sustainable Landscape Plan (a \$60,000 capital project) is forthcoming this spring. The steering committee included Tarah, Bruce, Jen, and three LA Group Consultants. This is a continuation of the Campus Master Plan with establishment of best practice guidelines and planning around stormwater management, native landscaping, and outdoor recreation and utilization. There were 15 Skidmore community members on a stakeholder input group to review and prioritize a list of projects. Three priority projects were advanced to schematic designs and preliminary cost estimates. The three priority projects were the CIS parking area, the Keyes Quad area, and the Haupt Pond area.
 - ii. The metering and energy management project (\$130K capital project) seeks to install building-level meters and develop an energy management system. Meetings to define the scope, identify the target buildings, and clarify the Power Monitoring Expert (energy management software) needs are nearing completion. There is an acknowledgement that Skidmore will need to identify capacity to review, analyze, and utilize the energy data. The system will allow Skidmore to start benchmarking through metrics such as Energy Use Intensity (EUI). A NYSERDA grant covering 75% of the salary for an Energy Manager for two years was looked at previously, though not advanced based on Facilities and institutional needs. The grant is still available.
 - d. Tarah shares an update on the solar rooftop investigation. Skidmore is currently looking at four buildings (CIS/Palamountain, Case Center, Tennis and Wellness Center), totaling about 1MW of solar capacity (about half the size of the College's solar field). The current analysis notes a roughly 14 year pay back. This will likely be a future capital project submission.

- i. Beth asks about College policy on return on investment. Dan says this is higher than desired and that there is no formal policy.
 - e. Assessment updates from Tarah
 - i. EPA Green Power Partnership Reporting was just submitted. Skidmore joined the program and has been reporting since 2011. To be a member institution (at our level/size), Skidmore must have 10% of our electricity from renewable sources.
 - 1. All of Skidmore's Renewable Energy Credits (RECs) from our solar and hydro projects are now officially being tracked and retired in the New York Generation Attribute Tracking System (NYGATS). This ensures the accuracy and verification of green power claims.
 - ii. Annual campus sustainability plan reporting for the year is underway. This will align with the next submission (the College's 3rd) for the AASHE Sustainability Tracking Assessment and Rating System (STARS). The last submissions were in 2017 (silver rating) and 2021 (gold rating). The next submission is targeted for late fall. Assessment may provide input and support discussions as related to institutional strategic planning.
 - 1. Darren asks about how this data and information can be shared with families. Dan asks about the utility of this reporting for the College. Tarah notes this is the gold standard for comprehensively evaluating sustainability performance in all college areas (academics, engagement, operations, planning and administration). AASHE also provides an avenue for networking, case studies, and recognition that could be highlighted in College communications.
 - 2. Dan shares that LEED for CIS will be published in May for both wings of CIS (North and East). The Dana renovation will be on a separate timeline. Tarah notes this is a forthcoming opportunity to communicate the sustainability features of the building to the community. Dan will share a copy of the slide show developed about the project with the committee once it's finalized.
- 3. Sustainable Construction and Renovation Policy Proposed Changes
 - a. The SCRP review process began in February 2023 and was focused on clarification of the lifecycle analysis requirement. This analysis was not completed during the Tennis and Wellness Center process given the lack of clarity. Lifecycle analysis was researched and the guidelines were expanded to address Life Cycle Cost Analysis (LCCA/total lifetime cost) and Life Cycle Assessment (LCA/environmental impact). Dan R. discussed revisions with VPFA Dan Konstalid during the winter break. Dan R. has concerns about the policy in terms of added workload and project cost. Additional changes developed and proposed by CSS during the revision process, as related to values statements, responsibility, process, and a few proposed requirement changes (energy analysis and metering), were not considered accepted changes and still need further discussion. Next steps include a meeting with VPs to discuss institutional goals and policy details.
 - b. The committee discussed the importance of making sure our sustainable facilities are accessible for classes and educational opportunities, like the JKB geothermal which is visited by a number of classes and tours.
- 4. Other business
 - a. None.

The meeting ended at 9:56 am.