1. Meeting called to order

   In attendance: Matt Cox, Larry Hawkins, Bruce Hoagland, Sophia Morren, Stephanie Seldon and Morgan Spring.

2. Approval of September minutes

3. Discussion Items

   a. Constitutional Draft – The committee appreciated Aimee’s work on a draft constitution for the ECC. Although a wonderful document, the following changes were suggested:

      ▪ Stephanie recommended changing the wording in Article III – Membership, to more clearly define at the beginning of the section the different types of committee members.

      ▪ Under Article IV – Officers, Sophia proposed having a Chair-Elect instead of a Vice-Chair. Bruce recommended changing the word “each” to “one” to be more clear on the officer terms.

      ▪ Larry and other committee members recommended changing the word “committee” in Article VII – Committees. After much discussion, the group agreed upon Matt’s suggestion of “subcommittees.” The Executive Council was changed from the only subcommittee to the primary, with wording added to reflect the current subcommittees, while still allowing for future flexibility to meet changing needs.

   The revised document (see appendix) will be voted upon at the January meeting

   b. Departmental Reports. Bruce introduced the idea of having the different departments on campus related to the ECC’s mission share information with us about their operations. This is not meant as a way for us to evaluate the various departments, but rather become familiar with them so that we can advocate for their needs as related to our mission. Bruce will draft a section for this practice for the constitution. Bruce also wondered if there are departments missing from our ex-officio list that should be included in our meetings?

   Sophia asked Larry if he would mind starting this process by presenting his department, Risk Management & Safety Services. Larry was happy to do so and had much information to share, the most important being that his department is being split into two. Risk Management will stay here on the Norman campus and cover worker compensation and risk management. Safety Services will now report to the Office of Compliance at the Health Sciences Center, which will now be responsible for the over 200 buildings at OU. Safety Services handles two areas, environmental and radiation. The environmental function includes indoor air quality, lab waste, and testing of well water. The radiation function (Larry’s
area) is responsible for disposal and training. Unfortunately, Larry reports that recent employee turn-over in this area has been high.

To take advantage of Larry’s expertise, a couple of committee members asked questions that they had been wondering about. The first was if the herbicides and pesticides used by Landscaping end-up in OU’s well water. Larry said no and that these types of products are more of a problem for surface water. Someone else asked about OU’s plan for handling arsenic in the water supply and although Physical Plant is in charge of this issue, Larry thinks that the current plan is to buy water from the City of Norman, which is chlorinated.

c. Web Site – Sophia indicated that she had not had time to work on the web site and that future time-constraints would not improve. She asked if anyone else was interested in taking over this project but with no volunteers, the committee decided the web site could wait until the spring semester.

4. Action Items

a. Energy Conservation – Susan & Bruce. Bruce Sullivan from Coca-Cola will be invited to attend a spring ECC meeting to discuss vending machine energy use. Bruce reminded the committee that energy conservation is an issue that the administration is very interested in, indicating a positive likelihood of support.

b. Membership – Stephanie & Matt. The committee was pleased to meet the newest UOSA student representative, Morgan Spring. Matt said that he will look for additional students, who are interested in participating in the ECC.

It was decided that the function of tracking membership should be transferred to the committee secretary.

c. Research – Noel & Lorene. Bruce volunteered to work on this issue with Lorene and Noel. Lorene could not attend the meeting but sent information from the University of Massachusetts to the committee members through the ECC list-serve. UMass had developed a workshop titled “Green Office Training Institute” for campus staff and administration.

d. Outreach – Aimee, Larry & Sophia. Larry offered the slogan “Recycle, it’s yOUr future.” Sophia highlighted the computer-use information from Steve Patrick. Stephanie will work on finding the web site where Steve’s information came from so that we can properly cite the material before sending it out. Aimee could not attend the meeting but like Lorene provided information on environmental education through the list-serve.

5. Tabled Items

a. Staff Week awards for custodial staff, who assist with recycling efforts
6. New Business/Agenda Additions
   
a. Duration of meetings. It was decided that since the committee was no longer meeting monthly that when we did meet, we would plan on one-hour meetings instead of 45-minutes.

7. Announcements or Informational Items
   
a. The next meeting will be Monday, January 27 at 2:30 in the Alma Wilson room of the OMU.

APPENDIX
Draft constitution.
University of Oklahoma
Environmental Concerns Committee

Article I - NAME
The name of this organization shall be the Environmental Concerns Committee

Article II - PURPOSE
The Environmental Concerns Committee shall be a public awareness organization. Its primary goals shall be:
   A. To advise the President of the University concerning environmental issues.
   B. To promote awareness of energy and other resources conservation, recycling, and personal and environmental well being and safety.

Article III - MEMBERSHIP
There are seven voting members, comprised of three faculty, two staff and two students. Three voting members are faculty members. Two faculty members are appointed by the Faculty Senate and one is appointed by the President of the University. Each faculty member serves for three years and the terms are staggered. Two voting members are staff members. One is appointed by the Staff Senate and one is appointed by the President of the University. Each staff member serves for two years and the terms are staggered. Two voting members are student members appointed by the UOSA. Student members have a term of one year.

The Environmental Concerns Committee shall have four Ex-Officio members who are non-voting members. They include a representative from the President's office, a staff member from the Recycling and Environmental and Safety Services departments as well as the Energy Coordinator. There is no expiration date for the Ex-Officio members.

The Environmental Concerns Committee shall not discriminate with regard to race, creed, sex, or religion. No membership dues shall be required. Any funds received from
outside entities will be disbursed upon majority approval of the voting members.

Article IV - OFFICERS
The officers of the organization and their respective duties shall be as follows:
A. Chair - calls meetings and presides over them.
B. Vice-Chair-Elect - serves as the President Chair in his/her absence.
C. Secretary/Treasurer - takes notes of the meetings and distributes them to the membership prior to the beginning of the next meeting and maintains membership data.

The officers shall be elected each to one-year terms in the first meeting held during the Fall semester. Elections shall be conducted by secret ballot with a majority of votes of the voting members present at the meeting required to fill an officer position. Officers can be removed by a vote of a majority of all registered members. Petitions to remove an officer shall be submitted to either the Chair or the Vice-Chair and shall contain the reason for the request and any supporting information.

Article V - MEETINGS
Meetings shall be held at a time and place that is convenient for the members. Meetings will be held in September, November, January, March and May of each year. Special meetings shall be called upon the request of a member with the consent of the Executive Committee. Requests for special meetings shall be directed to the Chair or Vice-Chair-Elect.

The standard agenda for a meeting shall be:
Meetings call by the Chair
Approval of minutes of previous meetings
Discussion Items
Action Items
Tabled Items
New Business/Agenda Additions
Informational Items
Adjournment by Chair

Fifty percent of the voting membership shall constitute a quorum. One more than half of the quorum shall be a majority. The Secretary shall keep the minutes of each meeting and make them available to Environmental Concerns Committee members prior to the start of the next meeting.

Article VI - ADMINISTRATION
The Officers of the Environmental Concerns Committee shall constitute the Executive Council. The Executive Council is entrusted with administrative authority and
responsibilities. Meetings of the Executive Council shall be at the call of the Chairman when business warrants such a meeting.

Article VII - SUBCOMMITTEES
The Executive Council comprises the only primary subcommittee of the Environmental Concerns Committee. Other subcommittees may include outreach, research and energy conservation.

Article VIII - PARLIAMENTARY AUTHORITY
In all cases not clarified by this constitution or its by-laws, Roberts Rules of Order (Manual of Parliamentary Procedure) shall prevail.

Article IX - AMENDMENTS
The procedure for amendments to the Constitution shall be as follows:
1. All voting and Ex-Officio members shall be notified in advance.
2. The proposed changes will be read at one meeting of the Environmental Concerns Committee.
3. A majority vote of all voting members is required for amendments to be adopted.

Article X - ELECTIONS
Elections for the Officers of the Environmental Concerns Committee will be held at the first meeting of the Fall semester. Any voting member is eligible to hold an Officers' position. Candidates for the Officer positions can nominate themselves, or be nominated by another member at the elections meeting.