1. Incentives for attending and participating in meetings (in person/online/phone)
   a. Sun Devil Reward codes
   b. We will keep record of your attendance and will write a letter to your supervisor at the end of the year for your efforts in engaging with the Sustainability Committee and contributing to making ASU a more sustainable university!
2. Feedback from committee members on telecommuting within their own department:
   a. Some departments are aware of the telecommuting policies from ASU, but do not consider it. Prefer employee to stay onsite.
   b. Some departments are open to it; some require a form to be filled out between employee and department and possibly signed by the dean/vice president/head of organization.
   c. Some departments during the summer allow telecommuting once a week. Employees would take separate days off and not all on one day.
   d. ASU HR has had the telecommuting policy in place since 2010, but do not recommend it to new employees. It is up to the manager/supervisor and HR can collaborate and advise if a department wants to take it on. There is no record of how many ASU staff and faculty members use telecommuting, but it would be a good idea to put a couple questions in the transportation survey.
3. Discuss potential ways forward/next steps
   a. ASU HR has information and standard agreement to do telecommuting
      i. https://cfo.asu.edu/telecommuting-guidelines
   b. To do a survey to see how many departments know about the current ASU policy, if they are currently using it, why or why not
   c. Guest speaker: Professor Grosse – speak about the abbreviated work week and/or telecommuting
4. Tackle smaller goals: Committee members mentioned some tips/ideas on how they or their department is sustainable.
   a. Turn off lights when leaving rooms
   b. Bring in your own plates and utensils or have a stash for the department; no paper products
   c. Change lighting to LED lights
   d. Compost services
      i. https://cfo.asu.edu/compost
      ii. You can start/coordinate a composting program within your unit, submit a form through the Zero Waste Program: https://cfo.asu.edu/zerowaste
   e. Bring your lunch / how to pack your lunch tips
   f. New employee welcome bags to include water bottles and coffee mugs
   g. Suite/building/department sustainability committee – start your own mini committee within own area and meet once or twice a month to talk about ways to keep your building/department more sustainable and to make changes
5. General updates:
   a. October is Campus Sustainability Month; there are many free events on campus.
i. Check them out here: [https://sustainability.asu.edu/events/rsvp/campus-sustainability-month/](https://sustainability.asu.edu/events/rsvp/campus-sustainability-month/)

b. Environment Arizona Research & Policy Center presents the most recent report of colleges and university commitments to reducing greenhouse gas emissions. Join us Tuesday, October 24 from 6:00-7:30 PM in Wrigley Hall 101, learn how ASU is specifically highlighted for tackling climate change with solar installations and goal for carbon neutrality while leading Arizona towards an economy powered by clean, renewable energy.


c. Next meeting is on Thursday, November 2nd from 12-1pm. Location: MU and possible tour of the new Net Zero Student Pavilion – Details to come later

   i. [https://eoss.asu.edu/student-pavilion](https://eoss.asu.edu/student-pavilion)