SUSTAINABILITY COMMITTEE

Minutes of 8 April 2026

Call to Order

The regular meeting of the Campus Planning and Finance Council Sustainability Committee was called to order at 10 a.m. on 8 April 2026, in person at the Office for Sustainability, by Steve Bertman, chair.

Members in Attendance: Steve Bertman, Mia Breznau, Lynne Heasley, Mitchell Luttermoser, Kate Martini, Steve Root, Jeff Spoelstra
Members Absent: Valerian Kwigizile, Timothy Palmer, Sara VanderVeen
Ex Officio Absent: LuMarie Guth

Quorum

A quorum was present with seven members in attendance of the six members needed for a quorum.

Agenda

[MOTION] It was moved by Bertman, seconded by Heasley, to accept the agenda as presented. The motion carried unanimously.

Approval of Minutes

[MOTION] It was moved by Bertman, seconded by Heasley, to approve the minutes of 18 March 2026 as presented. The motion carried unanimously.

Officer Reports

Chair Bertman did not provide a report.

Due to her absence, Ex Officio Guth did not provide a report.

Unfinished Business

Chair Bertman reported meeting with the Office of Information Technology (OIT) to discuss piloting an intranet system similar to SharePoint to support more effective communication of campus sustainability-related projects and initiatives. The proposed system would integrate internal communication tools with public-facing platforms, including data visualization tools such as Microsoft Power Business Intelligence and Gephi, to showcase sustainability efforts across campus. It was noted that the internal and external components should function in coordination. Chair Bertman reported that a campus-wide intranet is not currently anticipated. However, OIT has developed a standalone website for the committee and will continue to support the pilot project. The website will provide both group and public access, with discretion over which information is publicly available (e.g., resources and links, inventory of sustainability work across campus, etc.), and which content will remain internal to the Sustainability Committee and the Campus Planning and Finance Council.

Spoelstra reported on the potential use of Microsoft Power Business Intelligence and Teams to support data management and visualization for the CPFC. Spoelstra noted that Microsoft Power Business Intelligence could be used to translate collected data into accessible formats and provide illustrative data management tools. It was questioned whether there is a possibility of hiring a student to assist with data input and website management. Spoelstra recommended starting with a limited scope while implementing interactive data elements intended for sharing. The committee will work on the interface between Teams and the SharePoint-based website, uploading information to Teams for internal use and selectively publishing content to the public-facing website via shared links.

[MOTION] It was moved by Root, seconded by Luttermoser, to ask the Faculty Senate office to establish a Teams workflow and a SharePoint website. The motion carried unanimously.

Chair Bertman reported that, following his earlier meeting with the Faculty Senate Executive Board, as reported at the last meeting, Ex Officio Guth will present the committee's proposed modifications to its charges to the Campus Planning and Finance Council (CPFC). These revisions will also be included in the committee's Year-end Report. It was noted that the proposed changes do not expand the scope of the committee's work beyond its original establishment but instead clarify its role as a body focused on climate action within the Faculty Senate framework. The committee also agreed to develop a Memorandum of Action (MOA) to be created through CPFC in September, requesting an annual report from the President's Cabinet on progress toward Western Michigan University's strategic goal of carbon neutrality.

New Business

None.

Announcements

None.

Adjournment

[MOTION] It was moved by Spoelstra, seconded by Root, to adjourn the meeting at 11:15 a.m. The motion carried unanimously. The Sustainability Committee will meet in the 2026 fall semester.

Approval

Submitted by Lynne Heasley, Secretary

Minutes were approved on 14 October 2026.